Procedural Instructions for the entry of Customer Trade Act Program data into OSOS

This document contains instructions *(taken in part from the OSOS System Help module)* detailing the data entry of Customer Trade Act Program information into OSOS, to help ensure accurate results when producing reports.

Once a customer is deemed eligible to participate in the Trade Act Program, his/her qualifying work history and Trade Act information (from the TAA Shared Database) must be entered on the **Work History tab** of the **Customer Detail module** before any Trade Act associated services or benefits can be recorded in OSOS.

Work History tab

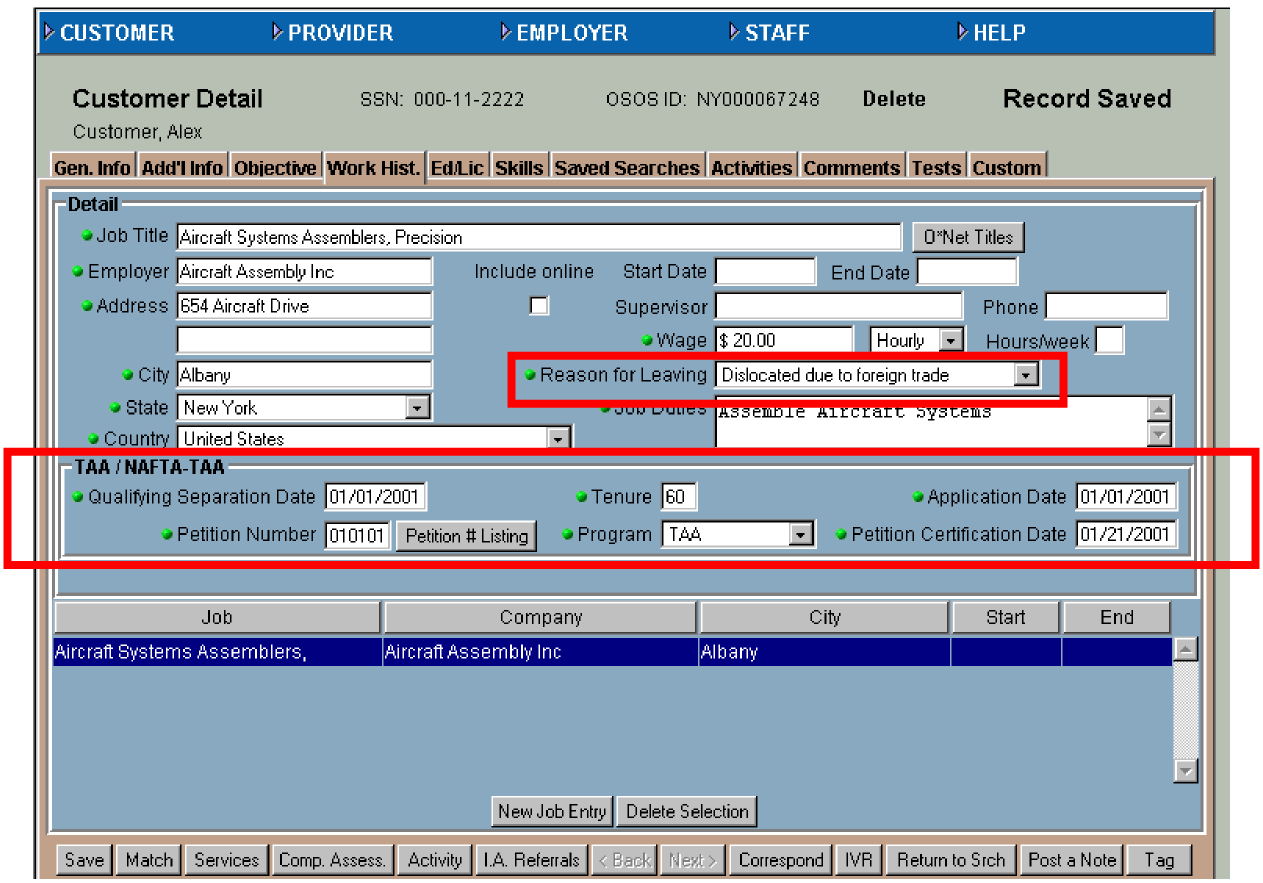


Figure - 1 - Work History tab

When the value of *'Dislocated due to foreign trade'* is selected from the drop-down menu in the ***Reason for Leaving field***, the **TAA / NAFTA-TAA section** becomes visible, as seen above in Figure - 1.

The customer's specific Trade Act program information must be data entered in this section in order to create the Trade Act Enrollment and schedule any associated services in the **Services module** of OSOS.

Figure - 2 - TAA/NAFTA-TAA section

Note

- *When a value is entered into any of the six fields contained within the* **TAA / NAFTA-TAA section** *(see Figure - 2, above), each of these fields become required (denoted by a green dot).*

The names and descriptions of each field contained within the TAA / NAFTA-TAA section of the Work History tab *(pictured above in Figure - 2)* are as follows:

Qualifying Separation Date – Date *(entered in MM/DD/YYYY format)* of separation from trade-impacted employment that qualifies the customer to receive benefits and/or services under the Trade Act.

Tenure – Total number of months that the customer was employed with the employer of record as of the customer's *Qualifying Separation Date*.

Application Date – Date *(entered in MM/DD/YYYY format)* on which the customer first applied for Trade Act services/benefits under the applicable certification. *This Application Date is captured on form #TA722, which is received by the UI Special Programs office.*

Petition Number – The TAA / NAFTA-TAA petition number *(up to 6 digits)* of the certification, which applies to the customer's trade-impacted worker group. *Do not include any alphabetic suffix*.

To look up a specific petition number or check the status of an existing Trade Act Program petition, click the ***Petition # Listing button*** next to the ***Petition Number field***. A separate browser window will open and navigate to the U.S. Department of Labor Employment & Training Administration Trade Act Programs: Petition Determinations website *(pictured below in Figure - 3)*, where staff can search for, and view information related to specific Trade Act Program petitions.

Figure - 3 - USDOL Trade Act Petition Determination website

Program – The Trade Act Program ***(TAA and/or NAFTA-TAA)*** under which the customer is qualified to receive services and/or benefits based on his/her work group's petition certification.

Petition Certification Date – Date on which USDOL certifies a workgroup's petition for Trade Act Program eligibility.

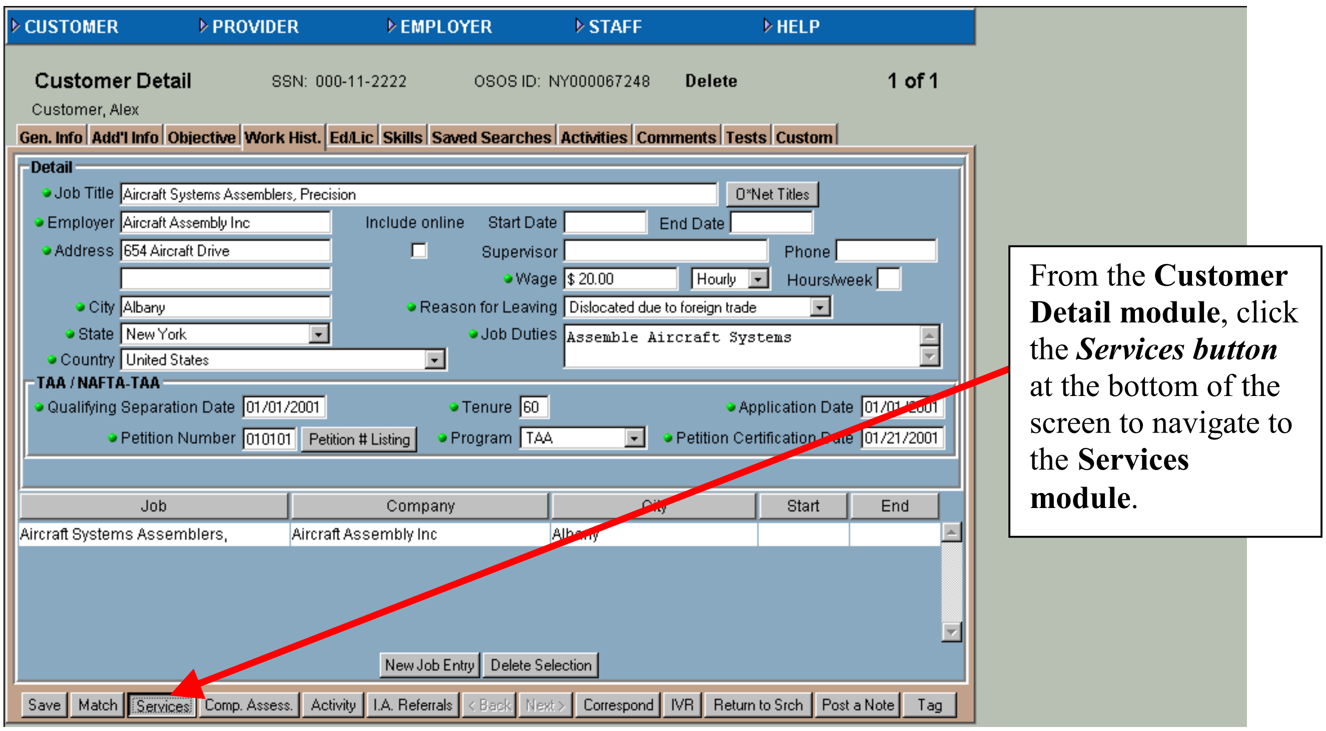


Figure - 4

Once all required fields *(including those in the **TAA / NAFTA-TAA section**)* have been data entered on the **Work History tab** in the **Customer Detail module**, the next steps in enrolling a customer in the Trade Act Program are performed within the **Services module** of the customer record.

There are several key fields within the *Training Section* (Section II) of the **Federal TAPR (*Trade Act Participant Report*)**, which can only be captured after the required data is entered into the customer record in OSOS.

There are four specific types of provider services, which are counted in the **TAPR** when a scheduled service is associated with a Trade Act Enrollment within the **Services module** of a customer record in OSOS. These four **Provider Service Types** are listed as follows:

1. **Occupational Skills (classroom) Training** – When a customer receives one or more Trade Act funded seeker services, carrying the Provider Service Type designation of "Occupational Skills Training" (a.k.a. classroom training), that customer is counted in a specific field within the **TAPR** as a participant who has received *Occupational Skills (classroom) Training*.

2. **On the Job Training (OJT)** – When a customer receives one or more Trade Act funded seeker services, carrying the Provider Service Type designation of "On the Job Training (OJT)", that customer is counted in a specific field within the **TAPR** as a participant who has received *On the Job Training (OJT)*.

3. **English as a Second Language (ESL)** – When a customer receives one or more Trade Act funded seeker services, carrying the Provider Service Type designation of "English as a Second Language (ESL)", that customer is counted in a specific field within the **TAPR** as a participant who has received *Remedial Training*.

4. **Literacy Training** – When a customer receives one or more Trade Act funded seeker services, carrying the Provider Service Type designation of "Literacy Training", that customer is counted in a specific field within the **TAPR** as a participant who has received *Remedial Training*.

Note

- Services designated with service types of either *English as a Second Language (ESL) or Literacy Training* are recorded in the **TAPR** as *Remedial Training*.

Other data elements, relating to each Trade Act funded service, which must be entered via the **Services module** in order to be captured for reporting purposes include:

- **Training Completed** – This data element, reported in the **TAPR**, refers to whether or not each Trade Act funded Training service has been completed.

- **Date Entered Training** – This is the earliest of all ***Actual Start Dates*** of any Trade Act funded Training services associated to the petition number that qualifies the customer to receive benefits and/or services under the Trade Act.

- **Date Completed, or Withdrew from Training** – This is the latest of all ***Actual End Dates*** of any Trade Act funded services associated to the petition number that qualifies the customer to receive benefits and/or services under the Trade Act.

Instructions (including screen prints) for the data entry of all associated Trade Act services and their related detail fields are contained and illustrated within the **"Services module"** section of these instructions.

Comprehensive Assessment Module

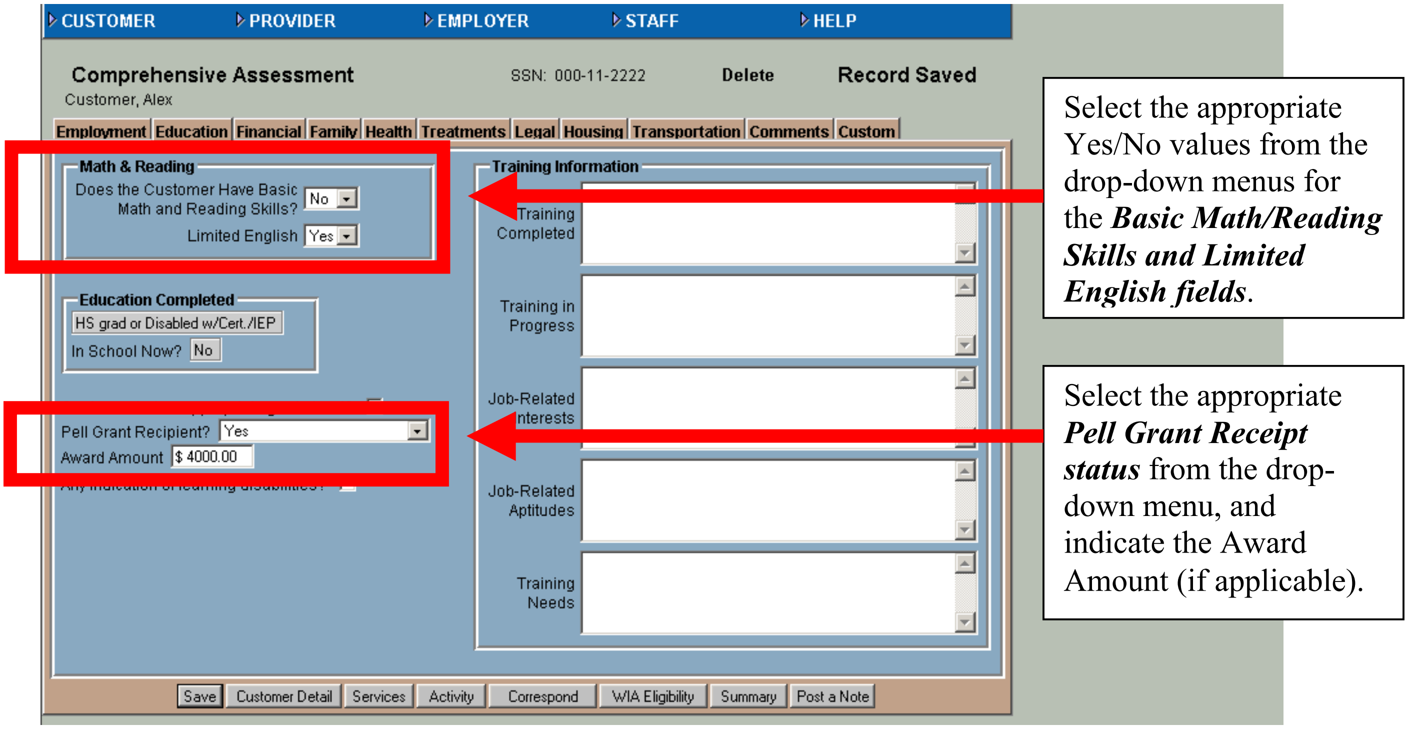


Figure - 5 - Education tab, Comp. Assessment module

There are three fields residing on the **Education tab** within the **Comprehensive Assessment module** (Figure – 5, above) of a customer's record that are used to capture three important data elements for reporting in the **TAPR.** These fields, and their definitions are listed below:

1. **Pell Grant Recipient?**
   Did Customer receive a Pell Grant?
   - ✓ *No. Application Pending*
   - ✓ *No. Applied But Denied*
   - ✓ *No. No Application Submitted*
   - ✓ *Not Applicable*
   - ✓ *Yes - If Yes enter the amount of the grant*

Note

➢ *This is a Yes/No field on the* ***TAPR*** *that captures whether or not the customer has been notified that he/she will be receiving a Pell Grant.*

Note

➢ ***The Pell Grant Recipient field*** *on the Education tab of the Comprehensive Assessment module is also a required field on the federal* ***WIASRD*** *report for customers receiving WIA Dislocated Worker funds.*

2. **Does Customer Have Basic Math and Reading Skills? - Yes/No**
   Select ***No*** from this drop-down field if an individual computes or solves problems, reads, writes, or speaks English at or below the 8th grade level on a generally accepted standardized test or receives a comparable score on a criterion-referenced test; or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family, or in society.

Note

➢ *Grade level scores below 9.0 (e.g., 8.9) should be considered as at or below the 8th grade level.*

3. **Limited English - Yes/No**
   Select ***Yes*** from this drop-down field if an individual has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.

Services Module

The following four examples illustrate exactly how to associate scheduled service offerings with both a Trade Act Enrollment and a WIA Enrollment, when using actual WIA Dislocated Worker and/or Trade Act funding sources to fund the scheduled services, as all customers being enrolled in the Trade Act Program must now also be co-enrolled in WIA.

I. Creating a Dual Trade Act/WIA Enrollment when funding the Enrolling Service exclusively with WIA Dislocated Worker funds

After scheduling the desired service, and completing the **Detail section** of the **Services tab,** the next step in the enrollment process is to fund the service in the **Funding section** *(illustrated below in Figure - 6)*.

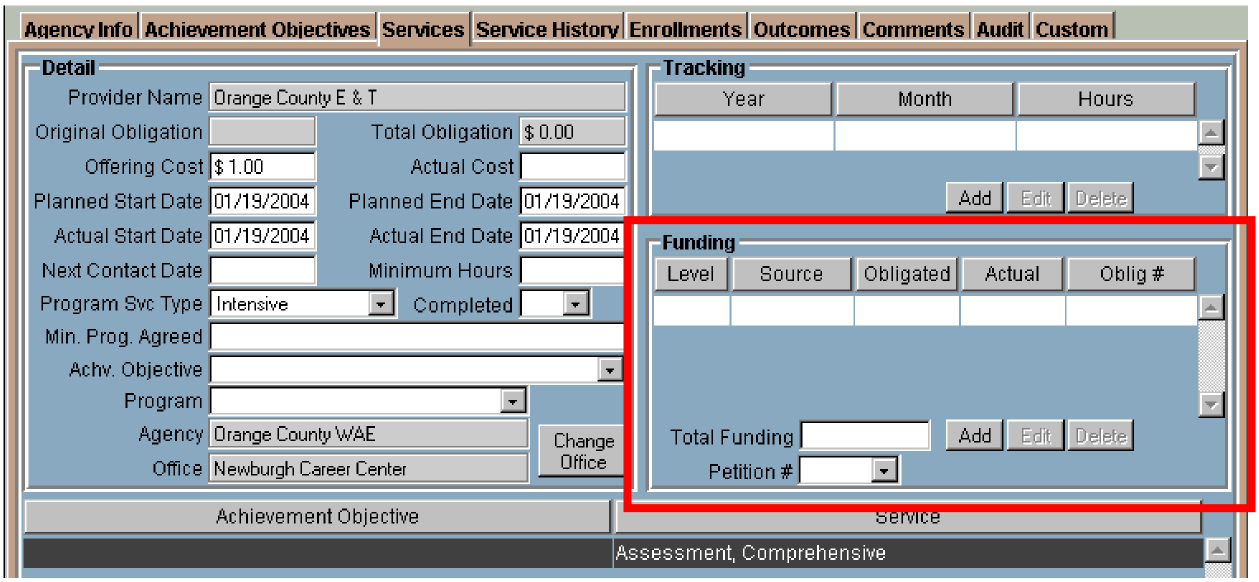


Figure - 6 - Services tab, Funding section

1. Click on the line item for the desired service to be funded *(titled, Assessment, Comprehensive in the example above)*, in the **Service list section,** in the lower half of the **Services tab**. The selected entry will be highlighted to indicate that it is selected. The selected service's information will be displayed in the **Detail** and **Funding sections** above the list *(as illustrated above)*.

2. In the **Funding section**, enter the total obligated amount to be drawn from the WIA Dislocated Worker funds for the selected service, into the ***Total Funding field***. Enter the amount in whole dollar and cent values. Commas and dollar signs should not be entered. **This must be done before any funding entries can be added for the service.** *(see Figure - 7, on following page)*

Note

- *The amount entered in the **Total Funding field** must be equal to the sum of the obligated amount(s) of any and all funding entries added to the record for the selected service or an error message will result when attempting to save the funding entries.*

3. To ensure the scheduled service creates a new Trade Act Enrollment (or becomes associated with an open Trade Act Enrollment if one already exists), click on the down arrow button in the ***Petition # field*** and select the appropriate petition number from the drop-down list. The drop-down list will contain any/all petition numbers *(imported from the **Customer Detail Work History tab**)* associated with the customer.

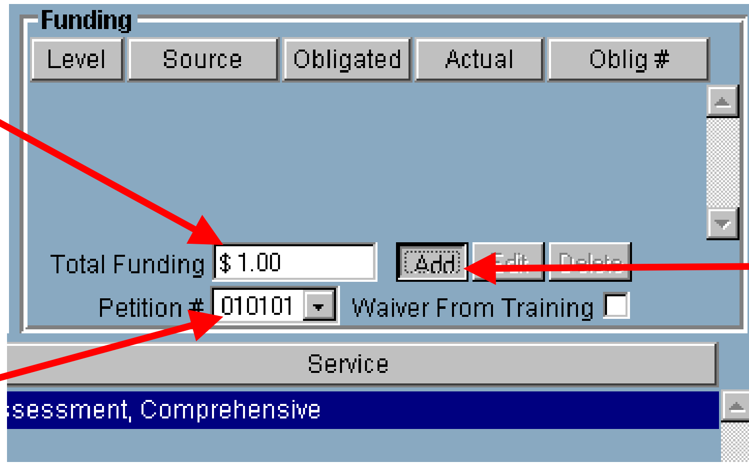
Note

- *When a petition number is selected in the **Petition # field**, the service must be funded with at least one WIA or Trade Act fund or an error message will result.*

Funding a Dual Enrollment Service with WIA Dislocated Worker funds continued:

1. Enter the total obligated amount to be drawn from funds, in the ***Total Funding field***.

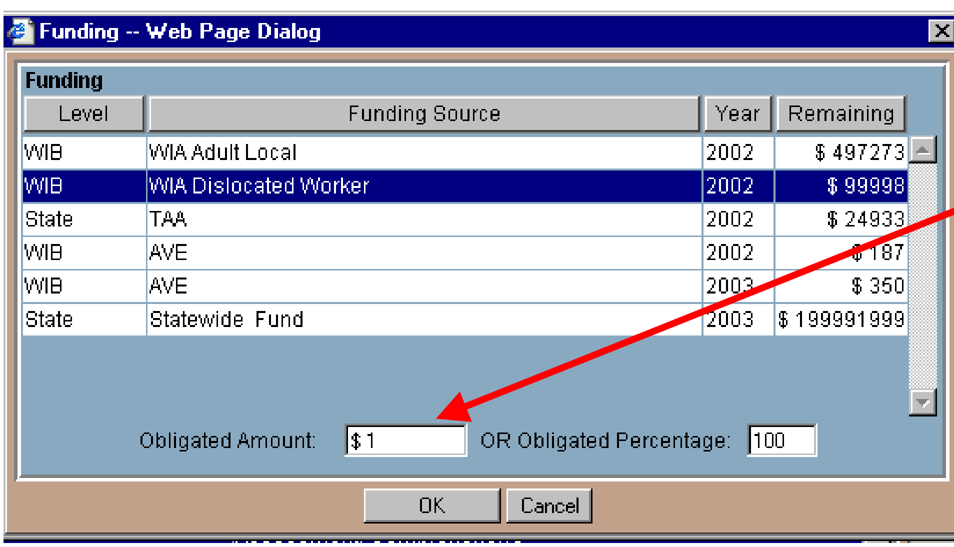
2. Select the appropriate petition number from the ***Petition # drop-down list.***



3. Click the ***Add button*** to display the **Funding pop-up window**.

Figure - 7 - Funding section

4. Next, click the ***Add button*** in the **Funding section** *(see Figure – 7)*. The **Funding pop-up window** will appear *(as illustrated below in Figure - 8)*. Select the desired *WIA Dislocated Worker* funding source to fund the scheduled service.



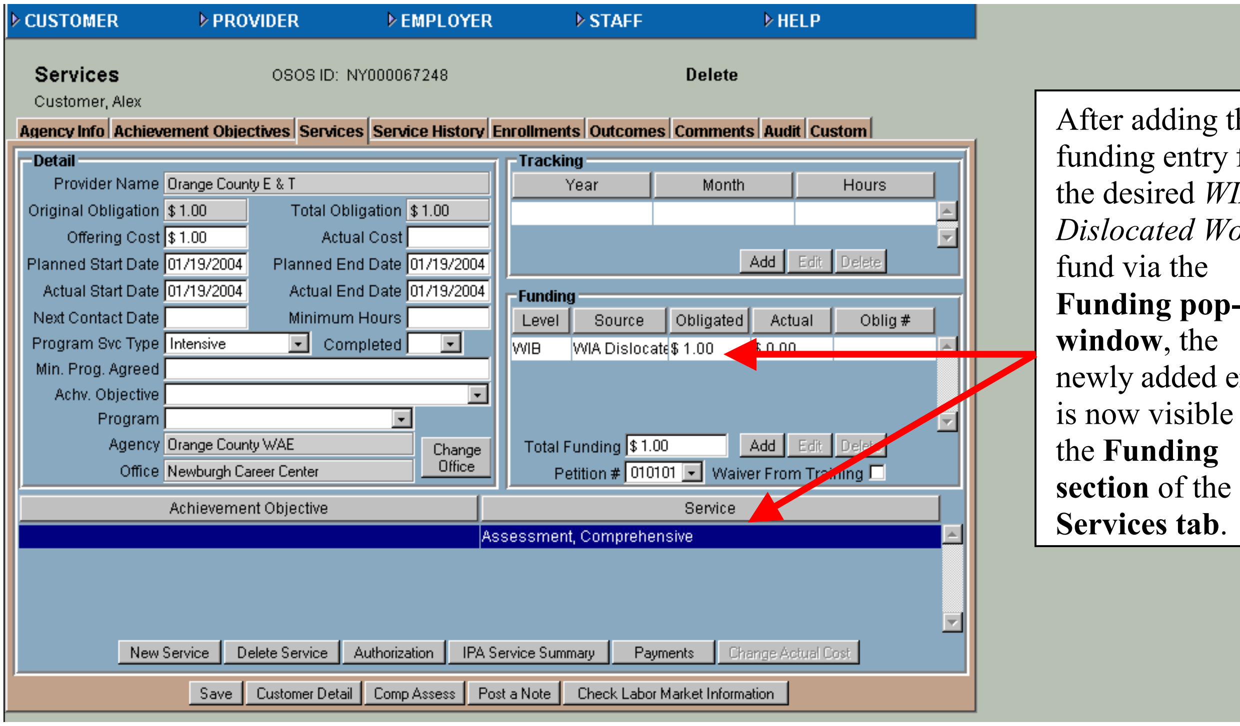
Enter the amount of money to be drawn from the fund for the service into the ***Obligated Amount field***.

Figure - 8 - Funding pop-up window

Note

- *When using WIA funds, the amount most often entered in the **Obligated Amount field** within the **Funding pop-up window** is **$1.00**, as actual WIA funding amounts **are not** currently tracked in OSOS.*

5. Click the ***OK button*** to return to the **Services tab** and confirm the addition of the new funding entry to the **Funding section**.



After adding the funding entry for the desired *WIA Dislocated Worker* fund via the **Funding pop-up window**, the newly added entry is now visible in the **Funding section** of the **Services tab**.

Figure - 9

6. Click the ***Save button*** at the bottom of the screen to save the record with the newly added funding entry.

After the scheduled service is funded with WIA Dislocated Worker funds, a petition number is assigned, and the record is saved, the Dual Trade Act / WIA Enrollment is now complete.

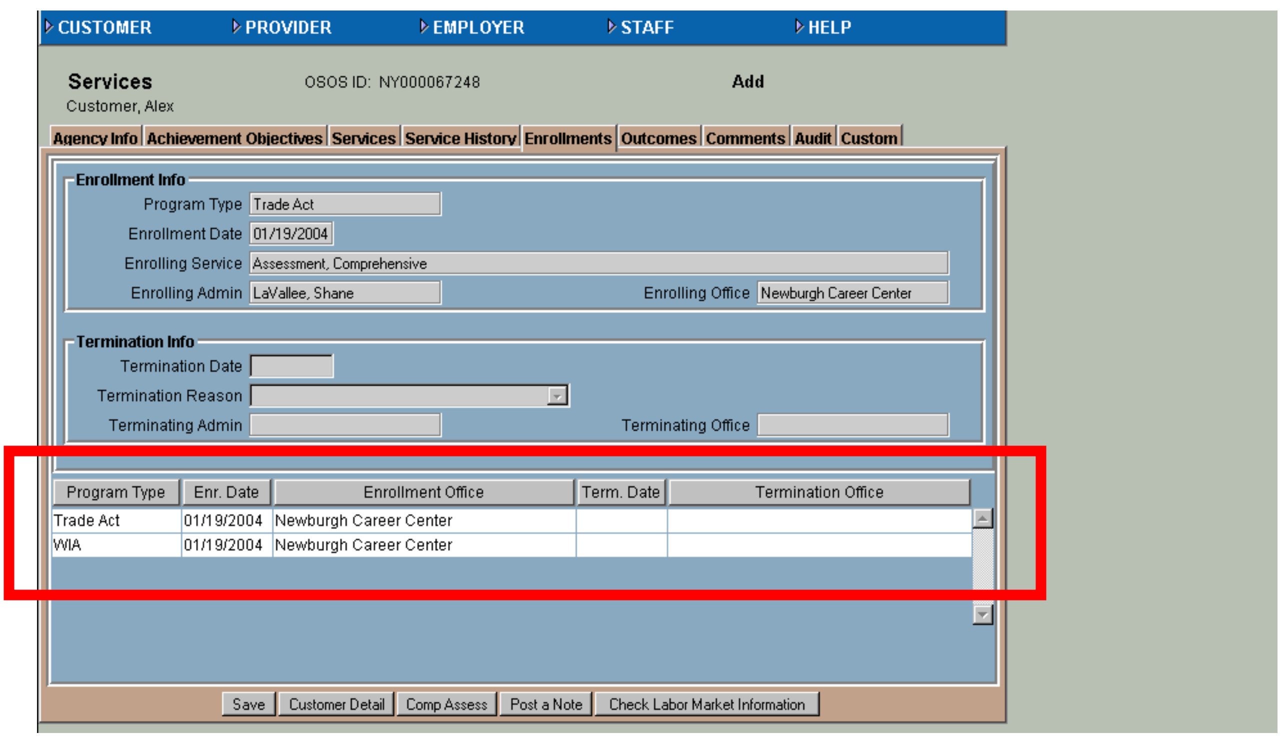


Figure - 10 - Enrollments tab

The Enrollments tab *(pictured above in Figure - 10)*, illustrates the creation of the customer enrollments in both the WIA and Trade Act Programs, following the steps taken on the previous pages.

II. Associating a Service with an Open Dual Trade Act/ WIA Enrollment when funding exclusively with Trade Act funds.

Once a trade-affected customer is approved for training, scheduled Training services may be funded with *Trade Act funds*. **Before funding a scheduled service in OSOS with a Trade Act funding source, Trade Act funds must always be requested and authorized via the TAA Shared Database.**

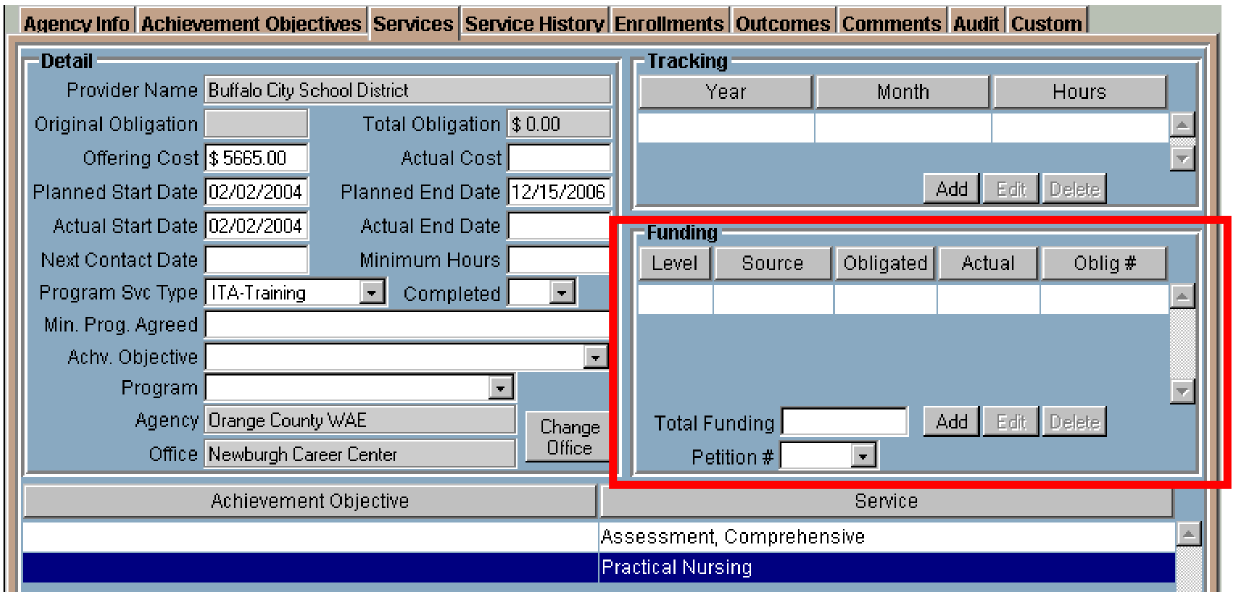


Figure - 11

After scheduling the desired Training service (titled, Practical Nursing in the example above), and completing the **Detail section** of the **Services tab,** the next step in associating the service with a Dual Trade Act/WIA Enrollment is to fund the service in the **Funding section** *(highlighted above in Figure - 11)*.

1. Click on the line item, in the **Service list section,** for the newly scheduled Training service to be funded *(titled – Practical Nursing)*. The selected entry will be highlighted to indicate that it is selected. The selected service's information will be displayed in the **Detail** and **Funding sections** above the list *(as illustrated above).*

2. In the **Funding section**, enter the total obligated amount to be drawn from the Trade Act funds for the selected service, into the ***Total Funding field***. Enter the amount in whole dollar and cent values. Commas and dollar signs should not be entered. **This must be done before any funding entries can be added for the service.** *(see Figure - 12, on following page)*

Note

➢ *The amount entered in the **Total Funding field** must be equal to the sum of the obligated amount(s) of any and all funding entries added to the record for the selected service or an error message will result when attempting to save the funding entries.*

3. To ensure the scheduled Training service becomes associated with a Trade Act Enrollment, click on the down arrow button in the ***Petition # field*** *(see Figure - 12 on following page)* and select the appropriate petition number from the drop-down list. The drop-down list will contain any/all petition numbers *(imported from the **Customer Detail Work History tab**)* associated with the customer record.

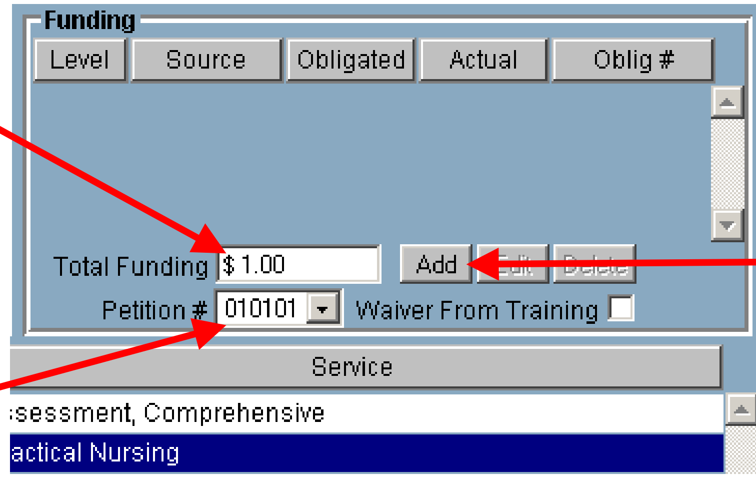
Note

➢ *When a petition number is selected in the **Petition # field**, the service must be funded with at least one WIA or Trade Act fund, or an error message will result.*

Funding a Dual Enrollment Training service with Trade Act funds continued:

1. Enter the total obligated amount to be drawn from funds, in the ***Total Funding field***.

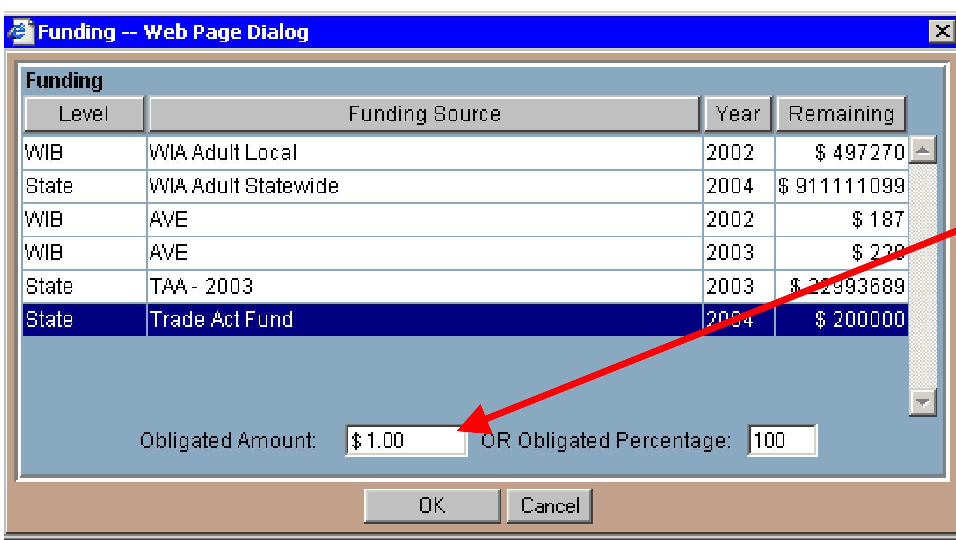
2. Select the appropriate petition number from the ***Petition # drop-down list.***



3. Click the ***Add button*** to display the **Funding pop-up window**.

Figure - 12 - Funding section

4. Next, click the ***Add button*** in the **Funding section** *(see Figure - 12, above)*. The **Funding pop-up window** will appear *(as illustrated below in Figure - 13)*. Select the desired *Trade Act* funding source to fund the scheduled Training service.



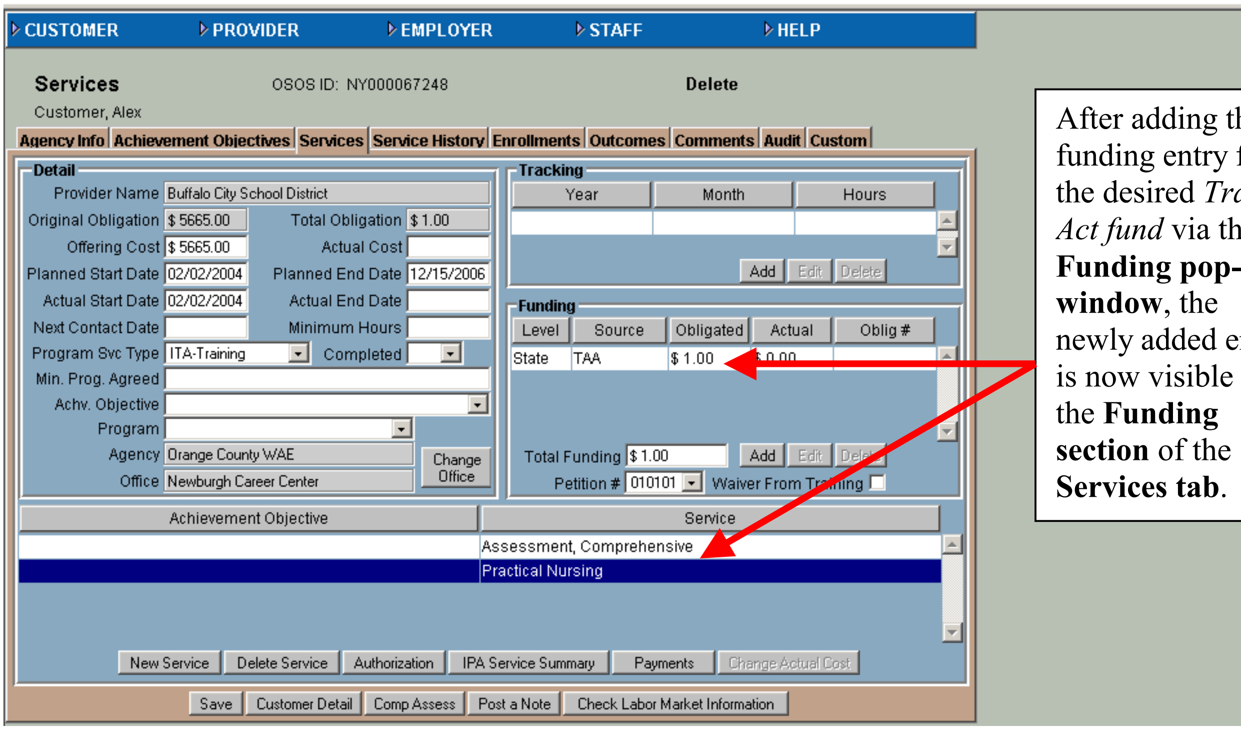
Enter the amount of money to be drawn from the desired Trade Act fund for the Training service into the ***Obligated Amount field***.

Figure - 13 - Funding pop-up window

Note

➢ *When using Trade Act WIA funds, enter the amount of* ***$1.00*** *into the* ***Obligated Amount field*** *within the* ***Funding pop-up windows****, as actual Trade Act funding amounts* ***are tracked in the TAA Shared Database, not*** *in OSOS.*

5. Click the ***OK button*** to return to the **Services tab** and confirm the addition of the new *Trade Act* funding entry to the **Funding section**.



After adding the funding entry for the desired *Trade Act fund* via the **Funding pop-up window**, the newly added entry is now visible in the **Funding section** of the **Services tab**.

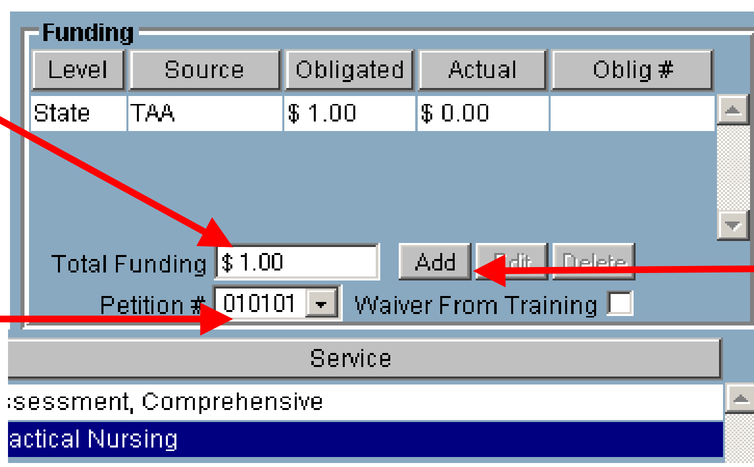
Figure - 14

To ensure the above Training service is associated with the WIA side of the Dual Enrollment, along with the Trade Act side, a ***WIA Dislocated Worker*** funding source must also be attached to the service.

Because the Training service is being funded with **actual** *Trade Act* funds, which have already been entered in the ***Total Funding field*** of the **Funding section**, do not change the amount entered in that field.

Keep the existing amount previously entered into the ***Total Funding field***.

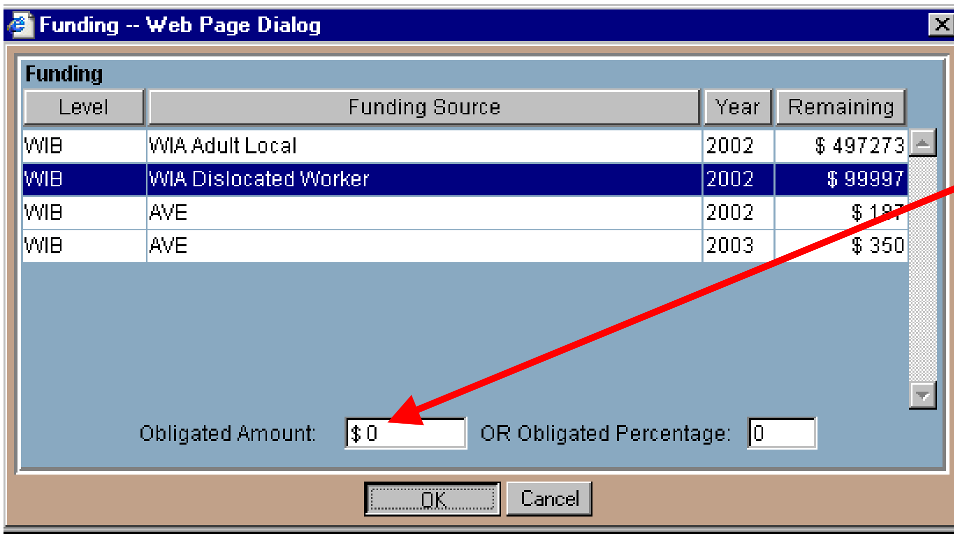
Do not remove the Petition number associated with the selected Training service.



Click the ***Add button*** to display the **Funding pop-up window**.

Figure - 15 - Funding Section

6. Once again, click the ***Add button*** in the **Funding section** *(see Figure - 15, above)*. The **Funding pop-up window** will appear *(as illustrated on the following page in Figure - 16)*. Select the desired *Dislocated Worker* funding source to attach to the scheduled Training service.



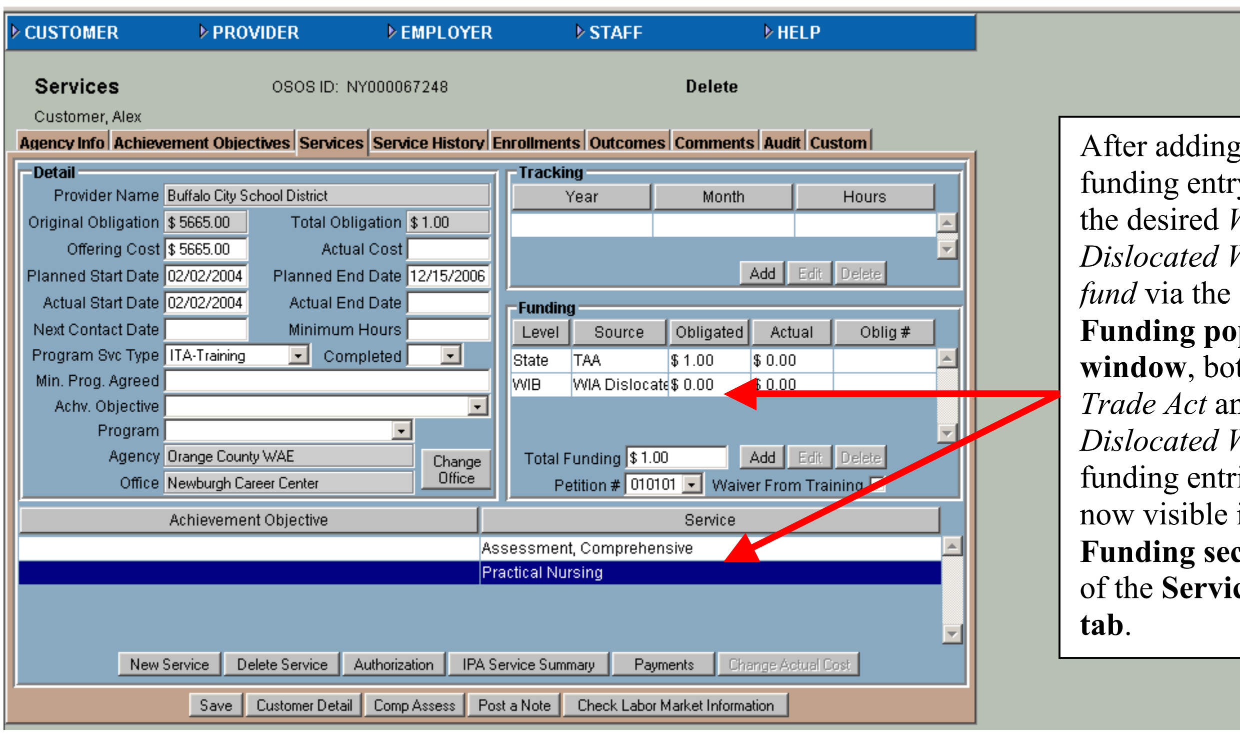
Since the Training service is being funded with actual Trade Act money, enter **$0.00** as the amount of money to be drawn from the desired WIA Dislocated Worker fund for the Training service

Figure - 16 - Funding pop-up window

Note

➢ *Entering an amount of $0 into the **Obligated Amount field** when assigning the WIA Dislocated Worker fund to the Trade Act funded Training service will associate the scheduled service with the WIA portion of the existing Dual Enrollment, while demonstrating that the offering was actually paid for with Trade Act funds.*

7. Click the ***OK button*** to return to the **Services tab** and confirm the addition of the new *WIA Dislocated Worker* funding entry to the **Funding section**.



After adding the funding entry for the desired *WIA Dislocated Worker fund* via the **Funding pop-up window**, both the *Trade Act* and *WIA Dislocated Worker* funding entries are now visible in the **Funding section** of the **Services tab**.

Figure - 17

8. Click the ***Save button*** at the bottom of the screen to save the record with the newly added funding entry.

The Training service entitled, 'Practical Nursing', is now associated to both sides of the existing Dual Enrollment.

III. Associating a Service with an Open Dual Trade Act/ WIA Enrollment when funding exclusively with WIA Dislocated Worker funds.

When Trade Act funds are not used to pay for a scheduled Training service for a trade-affected customer who is approved for training, the service may be funded with *WIA Dislocated Worker funds.* The following screen prints illustrate the process of associating a service, funded exclusively with WIA Dislocated Worker funds, with both sides of an existing Open Dual Enrollment (WIA and Trade Act).

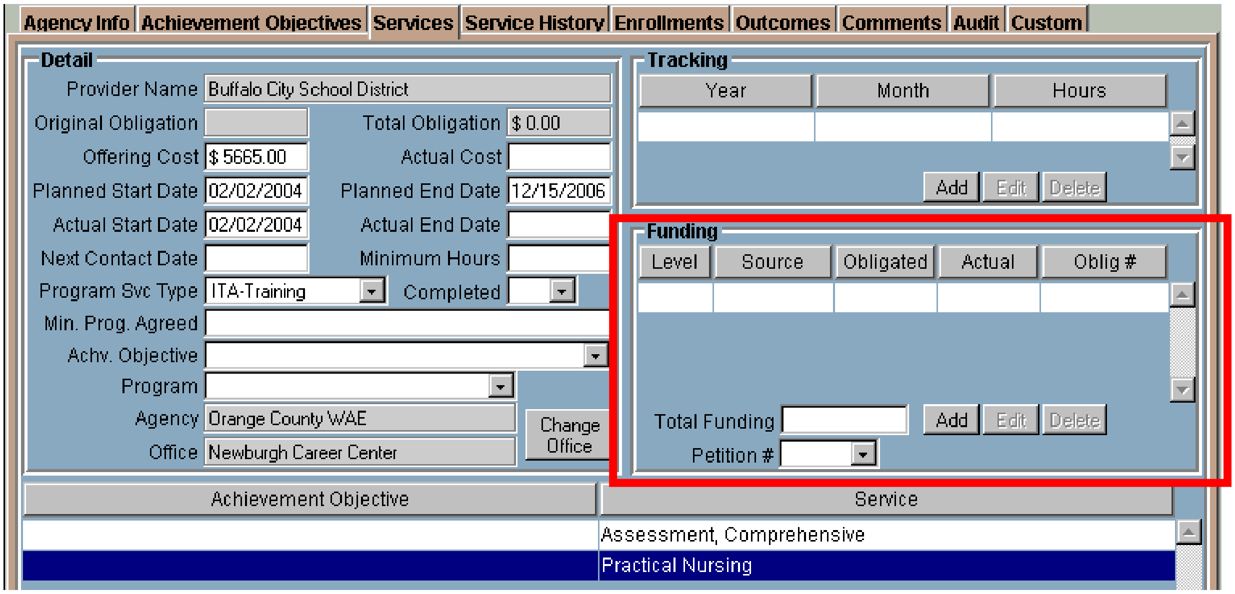


Figure - 18

After scheduling the desired Training service (titled, Practical Nursing in the example above), and completing the **Detail section** of the **Services tab,** the next step in associating the service with the open Dual Trade Act/WIA Enrollment is to fund the service in the **Funding section** *(highlighted above in Figure - 18)*.

1. Click on the line item, in the **Service list section,** for the newly scheduled Training service to be funded *(titled – Practical Nursing)*. The selected entry will be highlighted to indicate that it is selected. The selected service's information will be displayed in the **Detail** and **Funding sections** above the list *(as illustrated above).*

2. In the **Funding section**, enter the total obligated amount to be drawn from the WIA Dislocated Worker funds for the selected Training service into the ***Total Funding field***. Enter the amount in whole dollar and cent values. Commas and dollar signs should not be entered. **<u>This must be done before any funding entries can be added for the service.</u>**

Note

➢ *The amount entered in the **Total Funding field** must be equal to the sum of the obligated amount(s) of any and all funding entries added to the record for the selected service or an error message will result when attempting to save the funding entries.*

3. To ensure the scheduled Training service is associated with a Trade Act Enrollment, click on the down arrow button in the ***Petition # field*** *(see Figure - 19 on following page)* and select the appropriate petition number from the drop-down list. The drop-down list will contain any/all petition numbers *(imported from the **Customer Detail Work History tab**)* associated with the customer record.

Note

➢ *When a petition number is selected in the **Petition # field**, the service must be funded with at least one WIA or Trade Act fund, or an error message will result.*

Funding a Dual Enrollment Training service with WIA Dislocated Worker funds continued:

1. Enter the total obligated amount to be drawn from funds, in the ***Total Funding field***.

2. Select the appropriate petition number from the ***Petition # drop-down list***.

3. Click the ***Add button*** to display the **Funding pop-up window**.

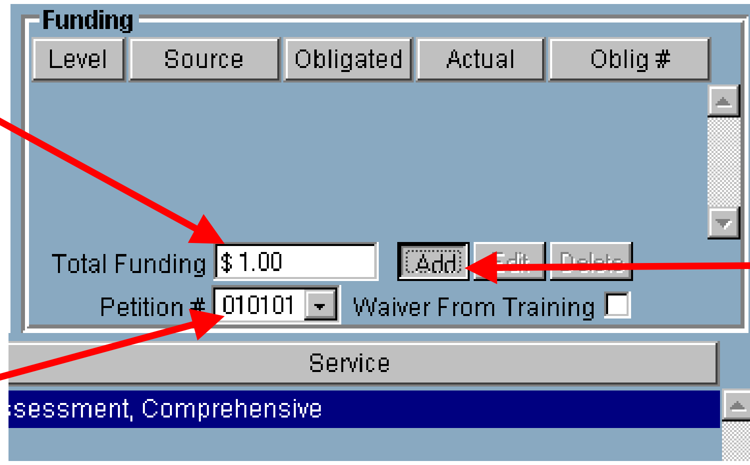


Figure - 19 - Funding section

4. Next, click the ***Add button*** in the **Funding section** *(see Figure - 19, above)*. The **Funding pop-up window** will appear *(illustrated below in Figure - 20)*. Select the desired *WIA Dislocated Worker* funding source to fund the scheduled Training service.

Enter the amount of money to be drawn from the fund for the service into the ***Obligated Amount field***.

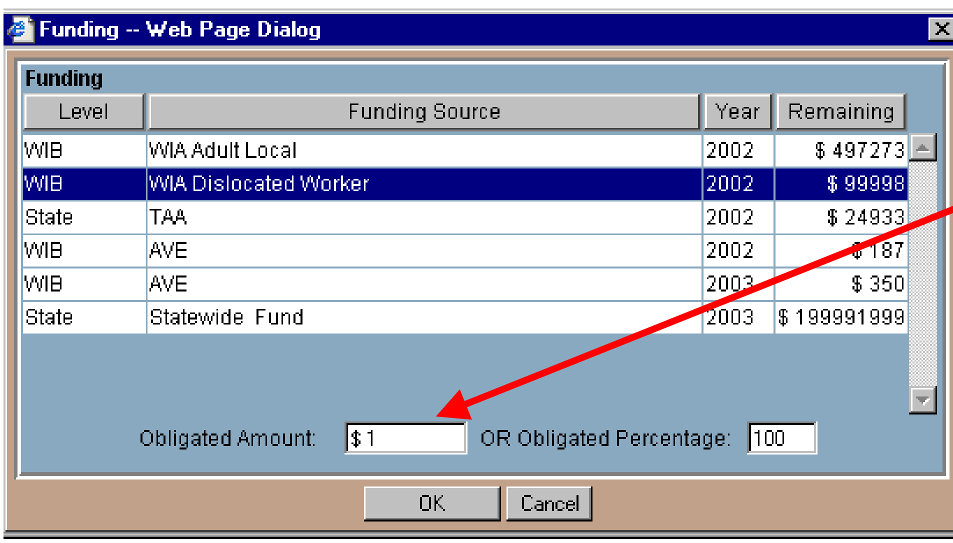


Figure - 20 - Funding pop-up window

Note

- *When using WIA funds, the amount most often entered in the **Obligated Amount field** within the **Funding pop-up window** is **$1.00**, as actual WIA funding amounts are not currently tracked in OSOS.*

5. Click the ***OK button*** to return to the **Services tab** and confirm the addition of the new *WIA Dislocated Worker* funding entry to the **Funding section**.

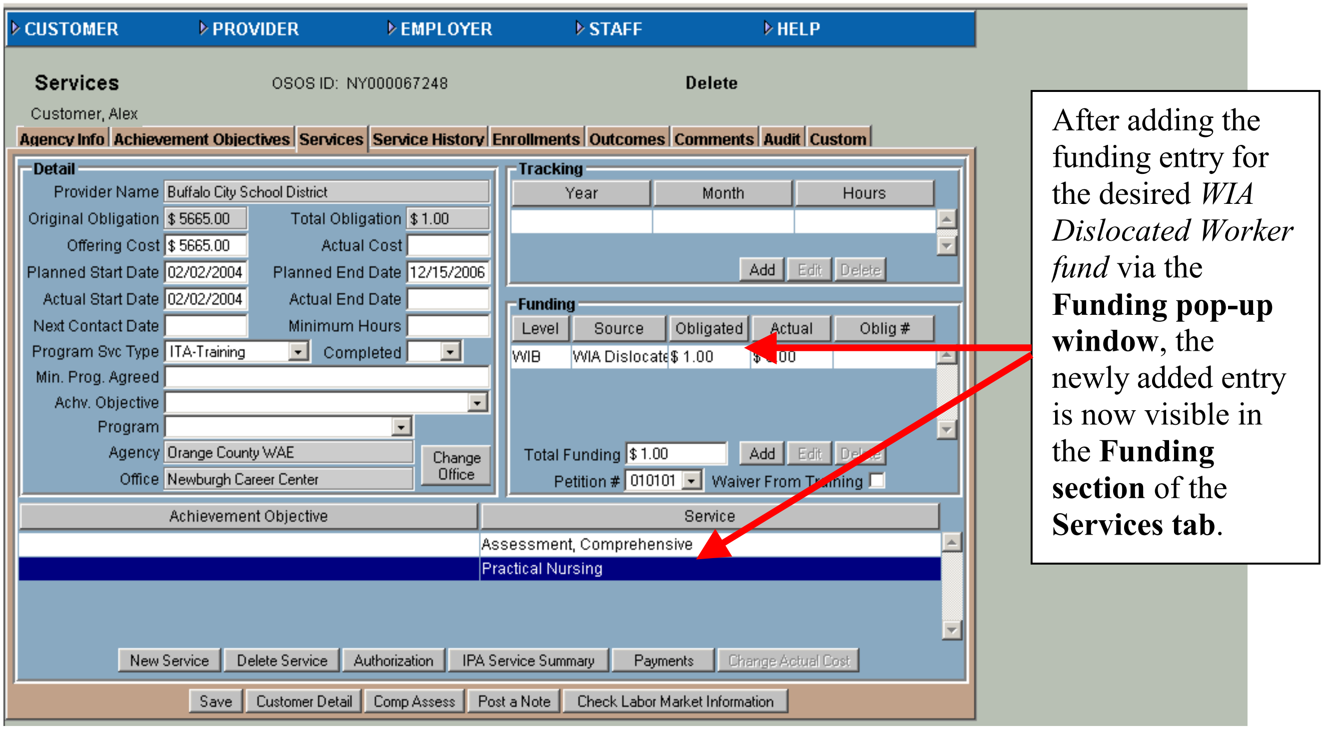


Figure - 21

6. Click the ***Save button*** at the bottom of the screen to save the record with the newly added funding entry.

After the Training service is funded with WIA Dislocated Worker funds, a petition number is assigned, and the record is saved, the service is now associated with both sides of the Dual Trade Act / WIA Enrollment.

IV. Associating a Service with an Open Dual Trade Act/ WIA Enrollment when funding with a combination of *actual* Trade Act and WIA Dislocated Worker funds.

Once a trade-affected customer is approved for training, scheduled Training services may be funded with a **combination** of *Trade Act and WIA Dislocated Worker funds.* **Before funding a service in OSOS with a Trade Act funding source, Trade Act funds must always be requested and authorized via the TAA Shared Database.**

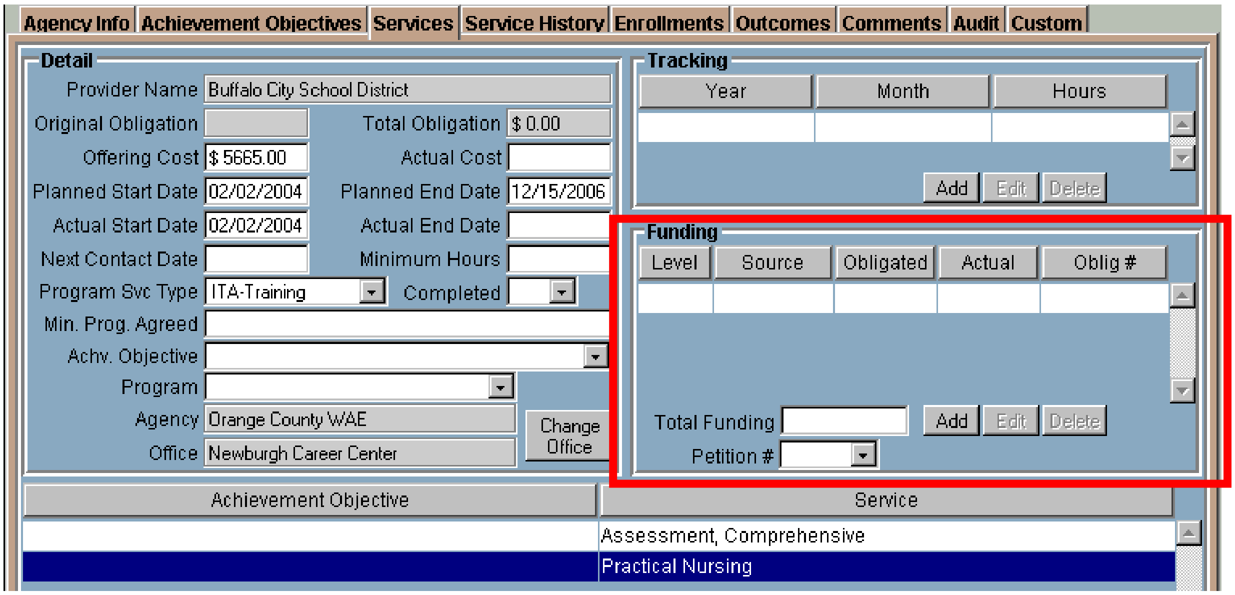


Figure - 22

After scheduling the desired Training service (titled, Practical Nursing in the example above), and completing the **Detail section** of the **Services tab,** the next step in associating the service with an Open Dual Trade Act/WIA Enrollment is to fund the service in the **Funding section** *(highlighted above in Figure - 22)*.

1. Click on the line item, in the **Service list section,** for the newly scheduled Training service to be funded *(titled – Practical Nursing)*. The selected entry will be highlighted to indicate that it is selected. The selected service's information will be displayed in the **Detail** and **Funding sections** above the list *(as illustrated above).*

2. In the **Funding section**, enter the total obligated amount to be drawn from the *Trade Act funds* for the selected service, into the ***Total Funding field***. Enter the amount in whole dollar and cent values. Commas and dollar signs should not be entered. **This must be done before any funding entries can be added for the service.** *(see Figure - 12, on following page)*

Note

➢ *When using Trade Act WIA funds, enter the amount of **$1.00** into the **Obligated Amount field** within the **Funding pop-up window**, as actual Trade Act funding amounts **are tracked in the TAA Shared Database, not** in OSOS.*

Note

➢ *The amount entered in the **Total Funding field** must be equal to the sum of the obligated amount(s) of any and all funding entries added to the record for the selected service, or else an error message will result when attempting to save the funding entries to the record.*

3. To ensure the scheduled Training service becomes associated with a Trade Act Enrollment, click on the down arrow button in the ***Petition # field*** *(see Figure - 23 on following page)* and select the appropriate petition number from the drop-down list. The drop-down list will contain any/all petition numbers *(imported from the **Customer Detail Work History tab**)* associated with the customer record.

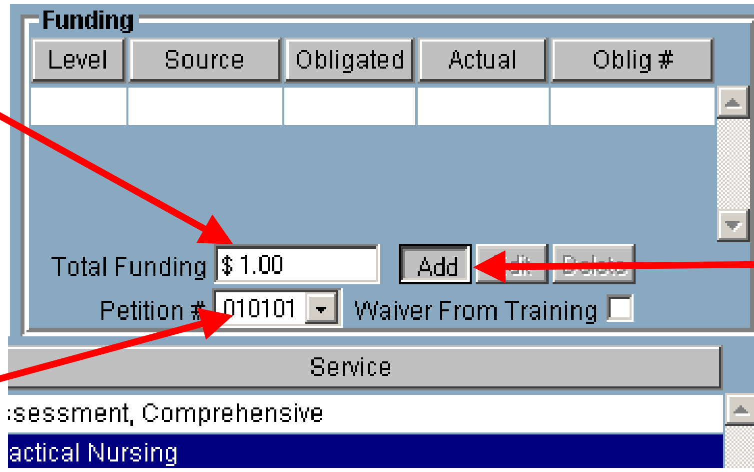
Note

➢ *When a petition number is selected in the **Petition # field**, the service must be funded with at least one WIA or Trade Act fund, or an error message will result.*

Funding a Dual Enrollment Training service with a combination of both Trade Act and WIA Dislocated Worker funds continued:

1. Enter the total obligated amount to be drawn from *Trade Act funds* (for the **Trade Act portion** of the funding), in the ***Total Funding field***.

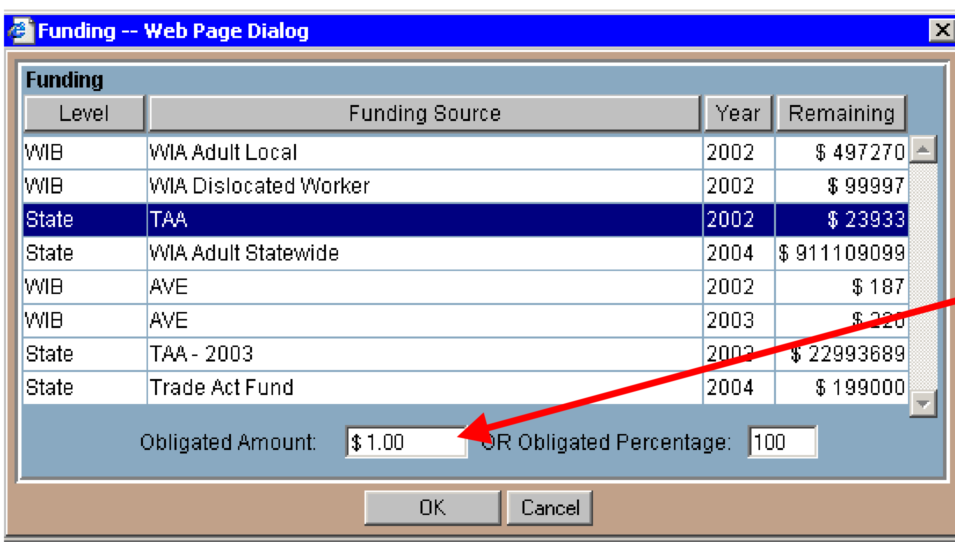
2. Select the appropriate petition number from the ***Petition # drop-down list.***



3. Click the ***Add button*** to display the **Funding pop-up window**.

Figure - 23 - Funding section

4. Next, click the ***Add button*** in the **Funding section** *(see Figure - 23, above)*. The **Funding pop-up window** will appear *(as illustrated below in Figure - 24)*. Select the desired *Trade Act* funding source to fund the Trade Act funded **portion** of the scheduled Training service.



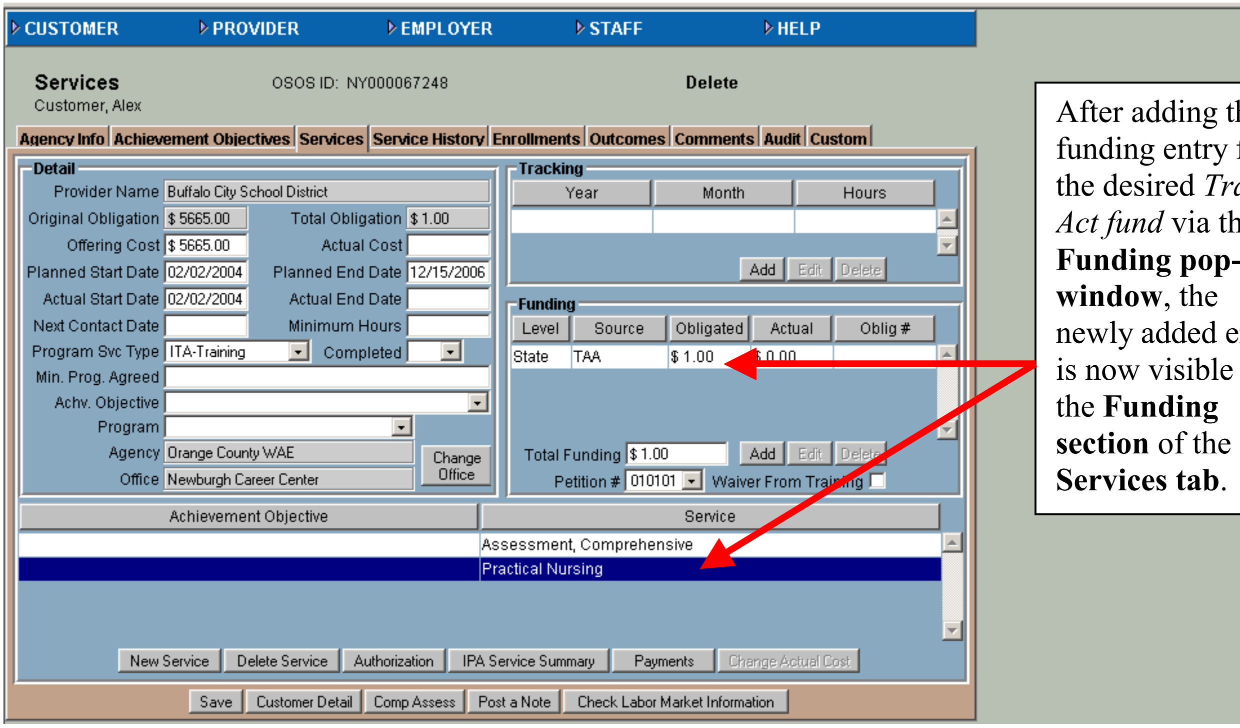
Enter the amount of money to be drawn from the desired Trade Act fund for the Training service into the ***Obligated Amount field***.

Figure - 24 - Funding pop-up window

Note

- *When using Trade Act WIA funds, enter the amount of* ***$1.00*** *into the* ***Obligated Amount field*** *within the* ***Funding pop-up windows****, as actual Trade Act funding amounts* ***are tracked in the TAA Shared Database, not*** *in OSOS.*

5. Click the ***OK button*** to return to the **Services tab** and confirm the addition of the new *Trade Act* funding entry to the **Funding section**.



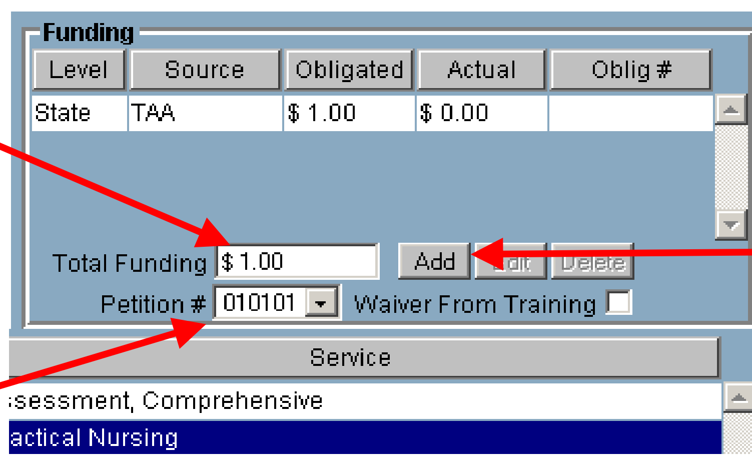
After adding the funding entry for the desired *Trade Act fund* via the **Funding pop-up window**, the newly added entry is now visible in the **Funding section** of the **Services tab**.

Figure - 25

To ensure the above Training service is associated with the WIA side of the Dual Enrollment, along with the Trade Act side, a ***WIA Dislocated Worker*** funding source must also be attached to the service.

After funding a portion of the scheduled service (above) with $1.00 from the ***TAA Trade Act funding source***, the next step in this process is to add the desired ***WIA Dislocated Worker*** funding entry to illustrate the balance of funding for the scheduled service.

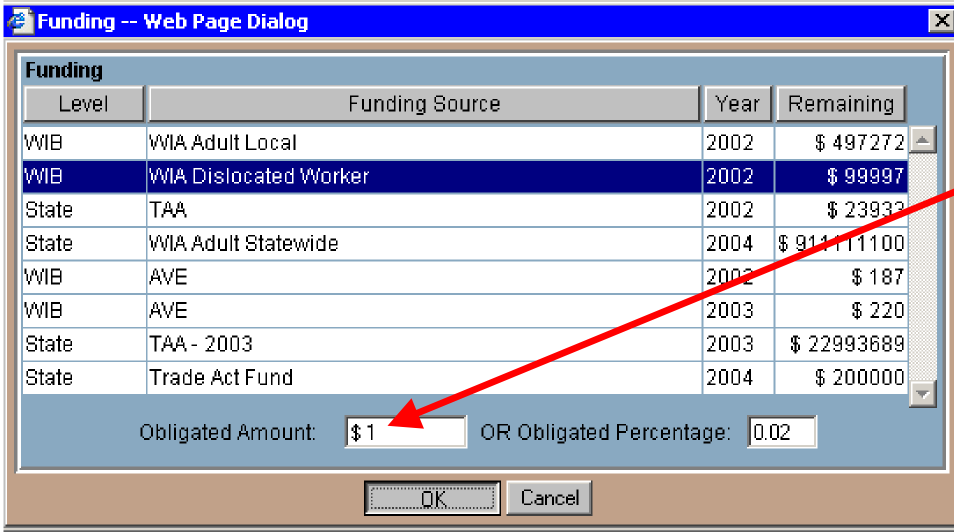
Change the amount entered in the ***Total Funding field*** (by adding **$1.00**) to reflect the addition of actual WIA Dislocated Worker funding to the service.
Do not remove the Petition number associated with the selected Training service.



Click the ***Add button*** to display the **Funding pop-up window**.

Figure - 26 - Funding Section

6. Once again, click the ***Add button*** in the **Funding section** *(see Figure - 26, above)*. The **Funding pop-up window** will appear *(as illustrated on the following page, in Figure - 27)*. Select the desired *Dislocated Worker* funding source to attach to the scheduled Training service.



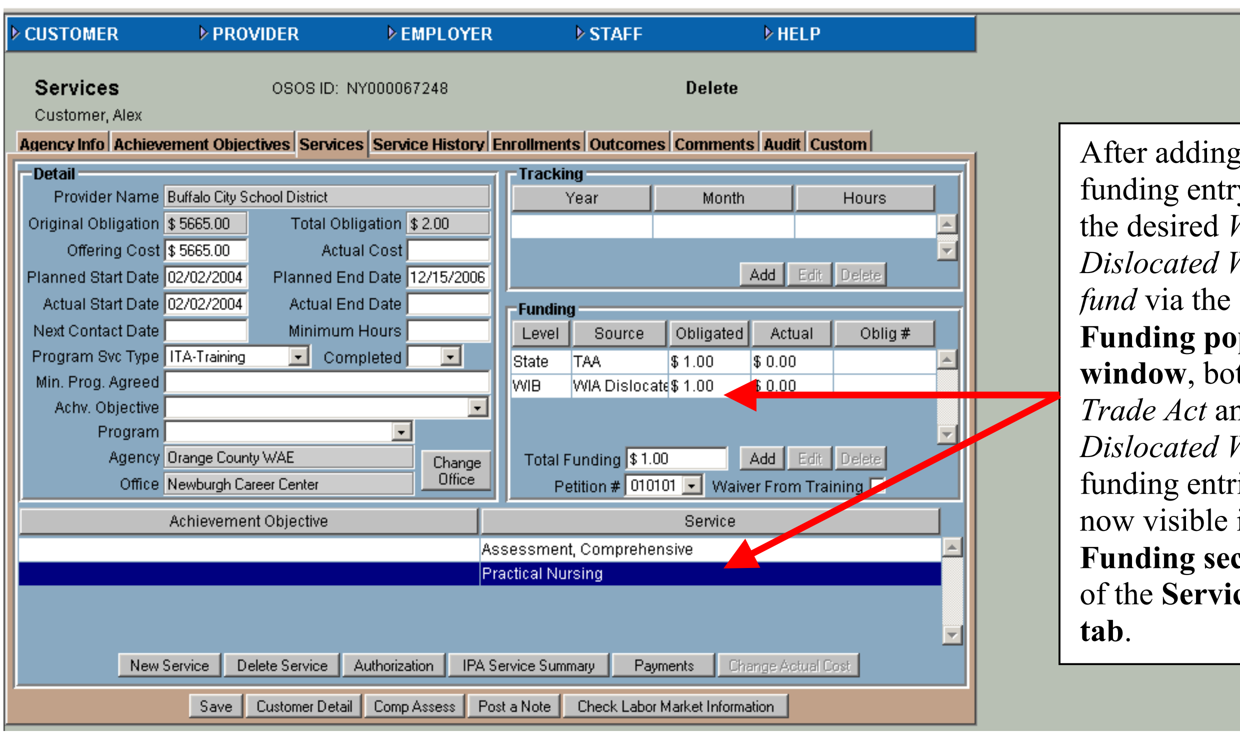
Enter **$1.00** into the ***Obligated Amount field*** to represent the use of actual *WIA Dislocated Worker* portion of the funding for the scheduled Training service.

Figure - 27 - Funding pop-up window

Note

➢ *Because actual WIA funds are not tracked within OSOS, it is not necessary to enter the actual amount of the WIA Dislocated Worker portion of funding used for the. Entering an amount of $1.00 for the selected WIA Dislocated Worker funding entry (as opposed to $0.00 – as in the case of a service funded exclusively with Trade Act funds) into the Obligated Amount field will demonstrate that actual WIA Dislocated Worker funds were used to pay for a portion of the service cost, and associate the service with the WIA portion of the existing Dual Enrollment.*

7. Click the ***OK button*** to return to the **Services tab** and confirm the addition of the new *WIA Dislocated Worker* funding entry to the **Funding section**.



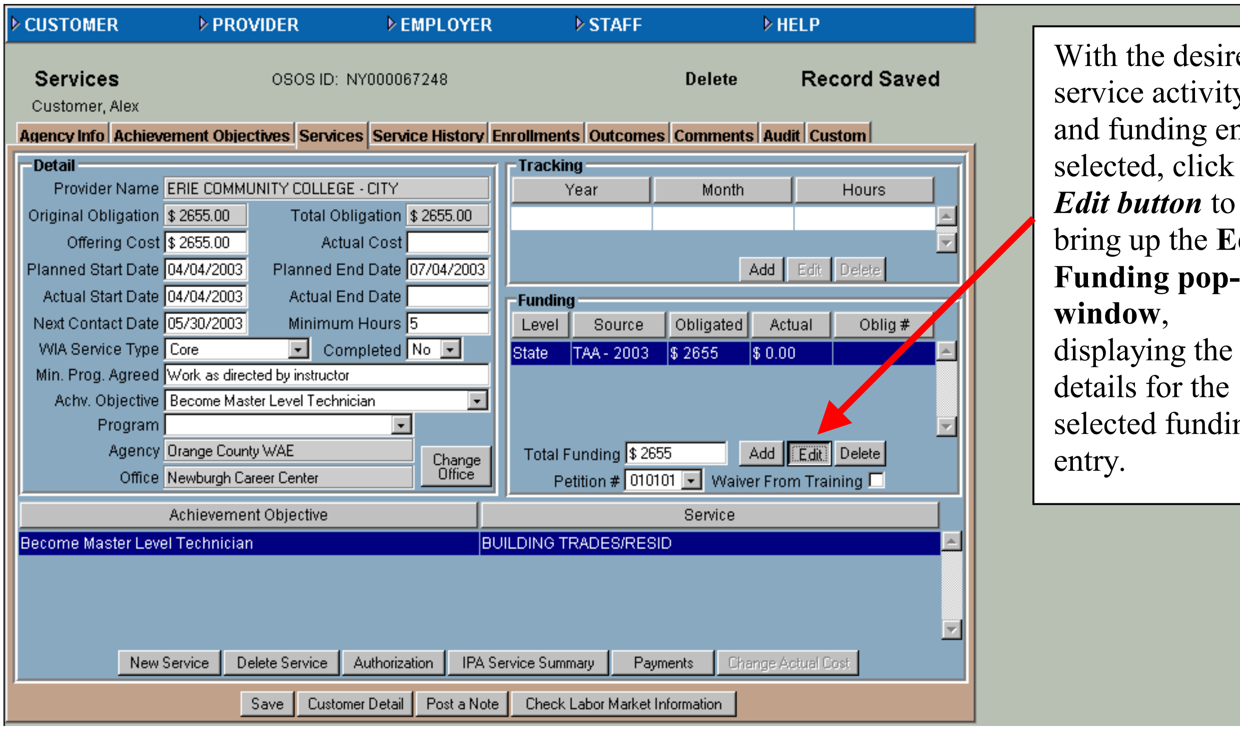
After adding the funding entry for the desired *WIA Dislocated Worker fund* via the **Funding pop-up window**, both the *Trade Act* and *WIA Dislocated Worker* funding entries are now visible in the **Funding section** of the **Services tab**.

Figure - 28

8. Click the ***Save button*** at the bottom of the screen to save the record with the newly added funding entries.

The Training service entitled, 'Practical Nursing', is now associated to both sides of the existing Dual Enrollment.

Viewing/Editing an Existing Funding Entry to Control Enrollments



With the desired service activity and funding entry selected, click the ***Edit button*** to bring up the **Edit Funding pop-up window**, displaying the details for the selected funding entry.

Figure - 29

Once a funding entry has been defined and saved, the *Obligated Amount/Percentage values* can be changed. To view and/or edit information for an existing funding entry:

1. In the Service list, click on the desired service activity. The entry will be highlighted to indicate that it is selected. The selected service's information will be displayed in the **Detail and Funding sections** above the list.

2. In the **Funding section**, locate and click on the funding entry that you wish to view and/or edit. The entry will be highlighted to indicate that it is selected.

3. Click the ***Edit button***. The **Edit Funding pop-up window** *(see Figure - 30, on the following page)* will appear, displaying the details for the selected funding entry.

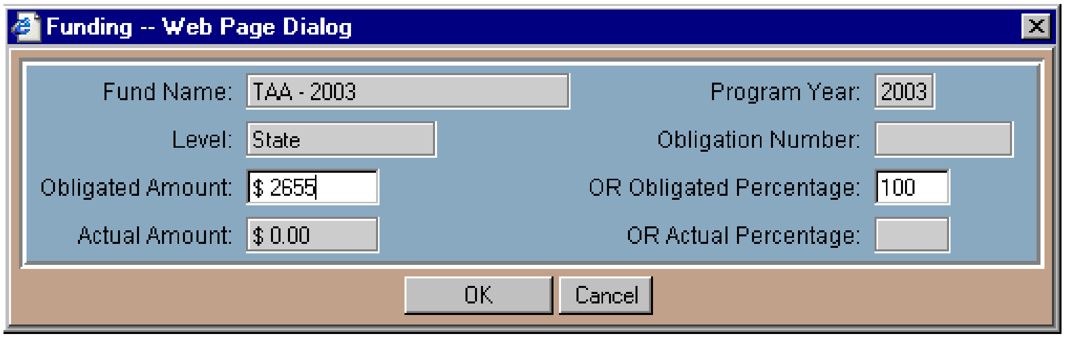


Figure - 30 - Edit Funding pop-up window

The names and descriptions of each field contained within the Edit Funding pop-up window are as follows:

Fund Name - Displays the name of the selected fund. This is a display-only field, and cannot be edited.
Program Year – Displays the program year of the selected fund. This is a display-only field, and cannot be edited.

Level - Displays the funding level *(e.g., State, Region, Local Office)* for the fund. This is a display-only field, and cannot be edited.

Obligation Number - Displays the system-generated obligation number for the funding entry. This is a display-only field, and cannot be edited.

Actual Amount - Displays the amount of money actually drawn from the fund for the service. This is a display-only field, and cannot be edited.

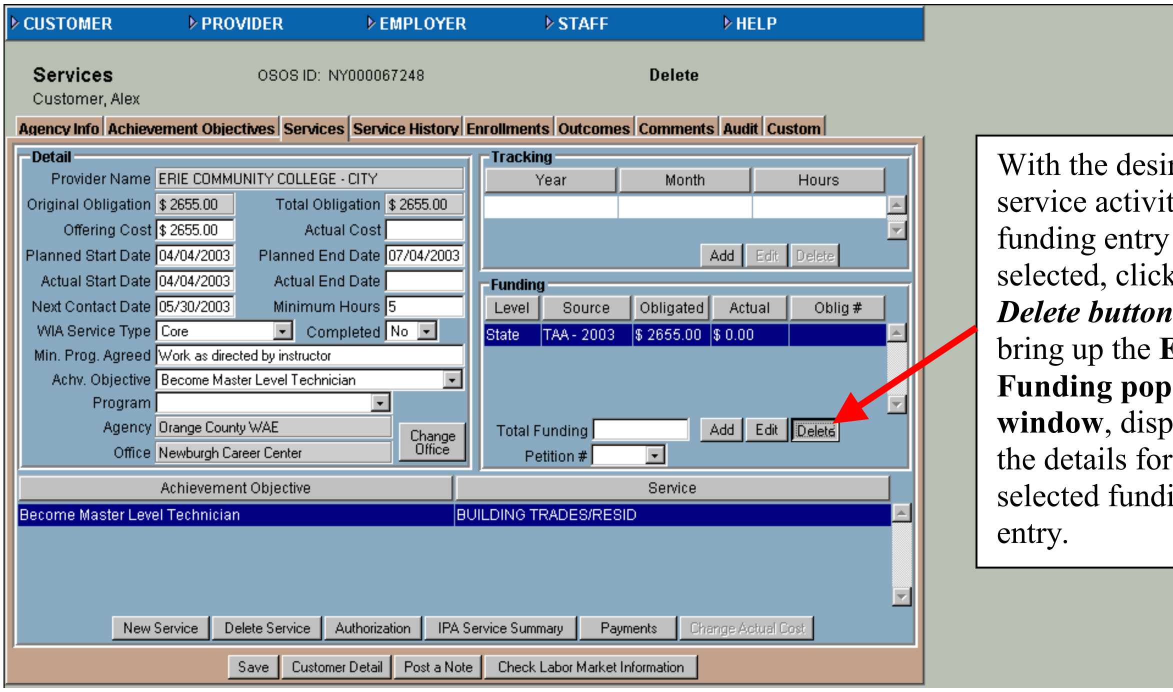
Actual Percentage - Displays the percentage of the service's total obligated cost *(1-100)* that is actually drawn from the selected fund. This is a display-only field, and cannot be edited.

4. To change the **Obligated Amount** value, highlight the value in the field and enter the amount of money to be drawn from the fund for the service. Enter the amount in whole dollar and cent values. Commas and dollar signs *should not* be entered.

5. To change the **Obligated Percentage** value, highlight the value in the field and enter the percentage of the service's total obligated cost *(1-100)* that is to be drawn from the selected fund.

6. Click the ***OK button*** to confirm the funding entry, or ***Cancel*** to abort the operation.

Deleting Funding Entries for Data Entry Correction



With the desired service activity and funding entry selected, click the ***Delete button*** to bring up the **Edit Funding pop-up window**, displaying the details for the selected funding entry.

Figure - 31

To delete an existing funding entry:

1. In the Service list, click on the desired service activity. The entry will be highlighted to indicate that it is selected. The selected service's information will be displayed in the **Detail and Funding sections** above the list.

2. In the **Funding section**, locate and click on the funding entry that you wish to delete. The entry will be highlighted to indicate that it is selected.

3. Delete the value previously entered in the ***Total Funding field*** of the **Funding section**.

4. Click the down arrow button in the ***Petition # field***, and select the null value from the drop-down menu.

5. Click the ***Delete button*** in the **Funding section**. A confirmation window will appear.

6. In the confirmation window, click the ***OK button***. The selected entry will be removed from the funding entry list. To cancel the deletion, click the ***Cancel button***.

Viewing Enrollment Detail Information on the Service History tab

To verify that the new Trade Act Enrollment has been completed, refresh the **Services module** by exiting the **Services module** via the ***Customer Detail button*** and re-entering. Upon returning to the **Services module**, the **Service History tab** (Figure - 32) and the **Enrollments tab** (Figure - 26) confirm the creation of the Trade Act Enrollment.

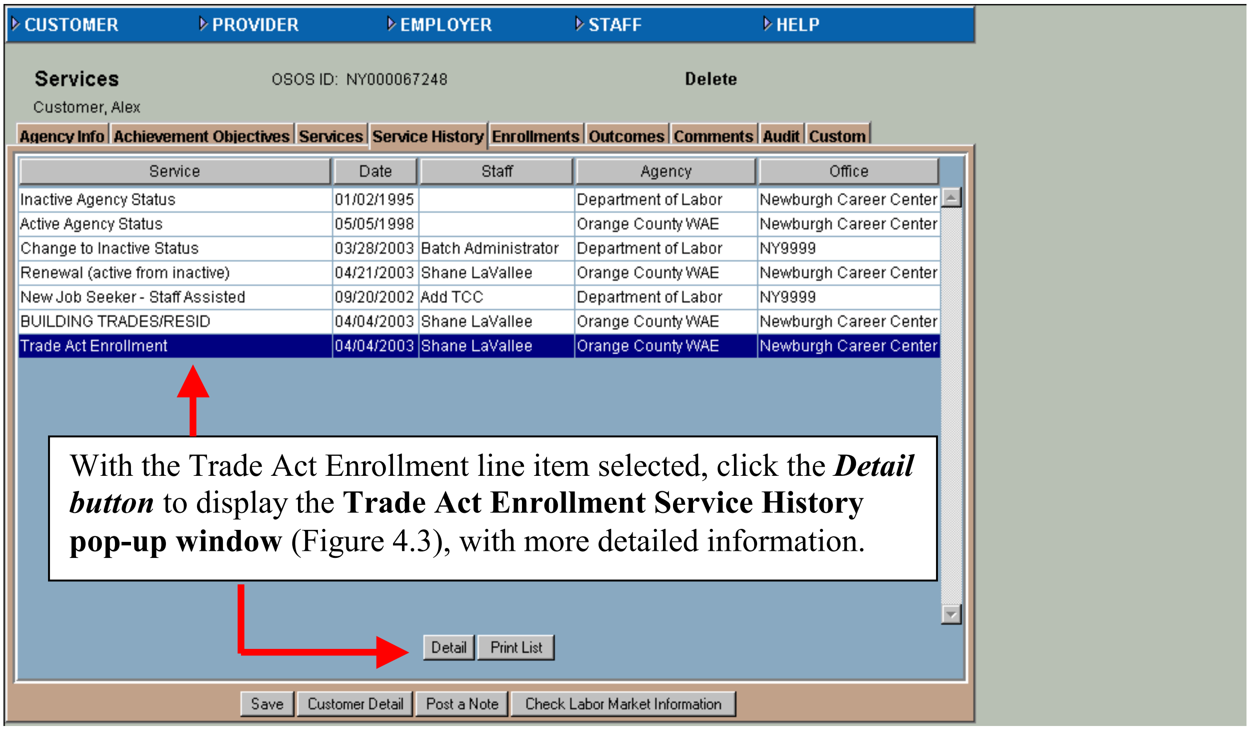


Figure - 32 - Service History tab

To view detail information for the Trade Act Enrollment service history entry:

1. In the Service History list *(Figure - 25, above)*, click on the Trade Act Enrollment line item entry. The entry will be highlighted to indicate that it is selected.

2. Click the ***Detail button***. The **Trade Act Enrollment Service History Detail pop-up window** will appear *(Figure - 26, below)*, displaying the Trade Act Enrollment detail information.

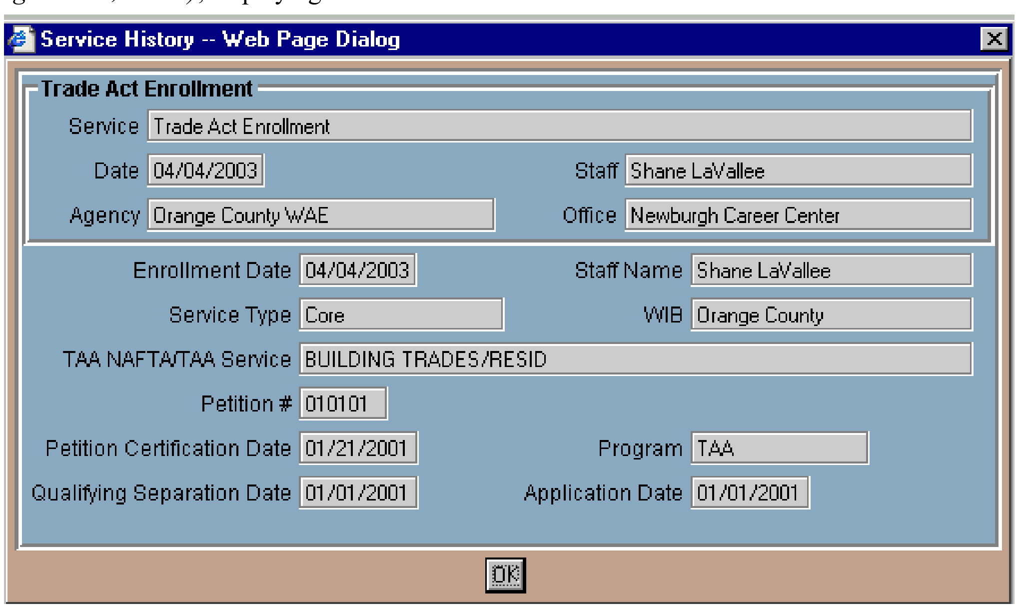


Figure - 33 - Trade Act Enrollment Service History pop-up window

Using the Enrollments tab

The **Enrollments tab** *(Figure - 27, below)* of the **Services module** is used to manage terminations for a customer's various program enrollments *(e.g., WIA, Trade Act, Welfare to Work, and other state-specific funding programs)*. Each of the customer's program enrollment periods is displayed in the list at the bottom of this tab. Clicking on the line item entry for a program enrollment in this list will display its detailed information in the **Enrollment Info** and **Termination Info sections.**

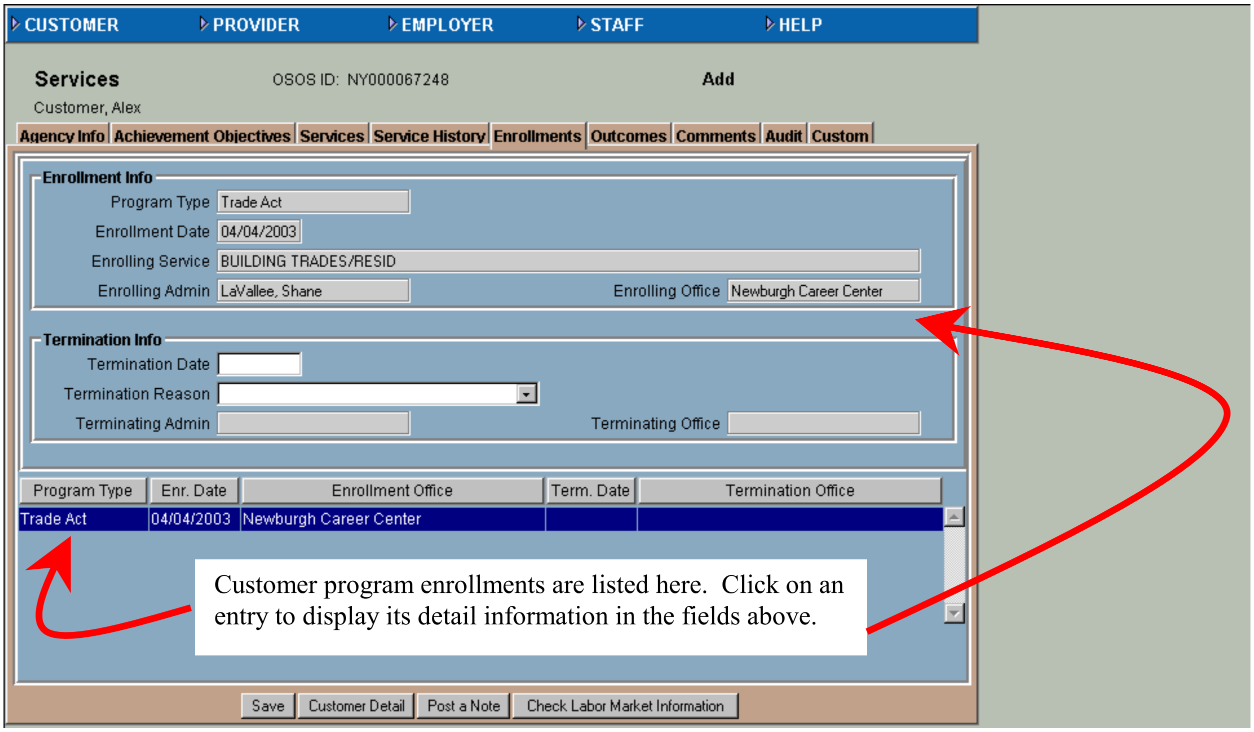


Figure - 34 - Enrollments tab

Terminating a Trade Act Enrollment

Prior to terminating a customer from the Trade Act Program, any and all Trade Act funded services must have an *Actual End Date* entered in the **Detail section** of the **Services tab**.

The **Enrollments tab** allows you to terminate program enrollments and change the termination information if necessary. To do so:

1. Click on the line item for the desired Trade Act Enrollment in the list at the bottom of the page. The selected entry will be highlighted to indicate that it is selected. The selected entry's detail information will be displayed in the fields above the list.

2. If desired, enter or change the Trade Act Enrollment's termination date *(in mmddyyyy format)* in the ***Termination Date field***. The number will be formatted by the system *(i.e., separators, such as slashes, are automatically inserted)*, so enter only numeric characters.

Note

➢ *The customer's termination date for a Trade Act Enrollment cannot be prior to the* ***Actual End Date*** *of any service that is associated with the Trade Act Enrollment period that is being terminated.*

Note

➢ *The Actual Start Date of any follow-up service must be greater than or equal to the most recent termination date of the same enrollment type.*

3. Enter or change the Trade Act Enrollment's termination reason by clicking on the down arrow button in the ***Termination Reason field*** and selecting the appropriate termination reason from the drop-down list. See Figure - 28 on the following page.

Note

- *If a termination date is entered in the **Termination Date field**, then an entry in the **Termination Reason field** is required.*

Note

- *In the case of a dual WIA /Trade Act Enrollments (when a WIA funding source is used to fund a service in conjunction with a Trade Act funding source) it is important to remember not leave the WIA Enrollment open when you're ready to terminate the Trade Act Enrollment, and vice-versa.*

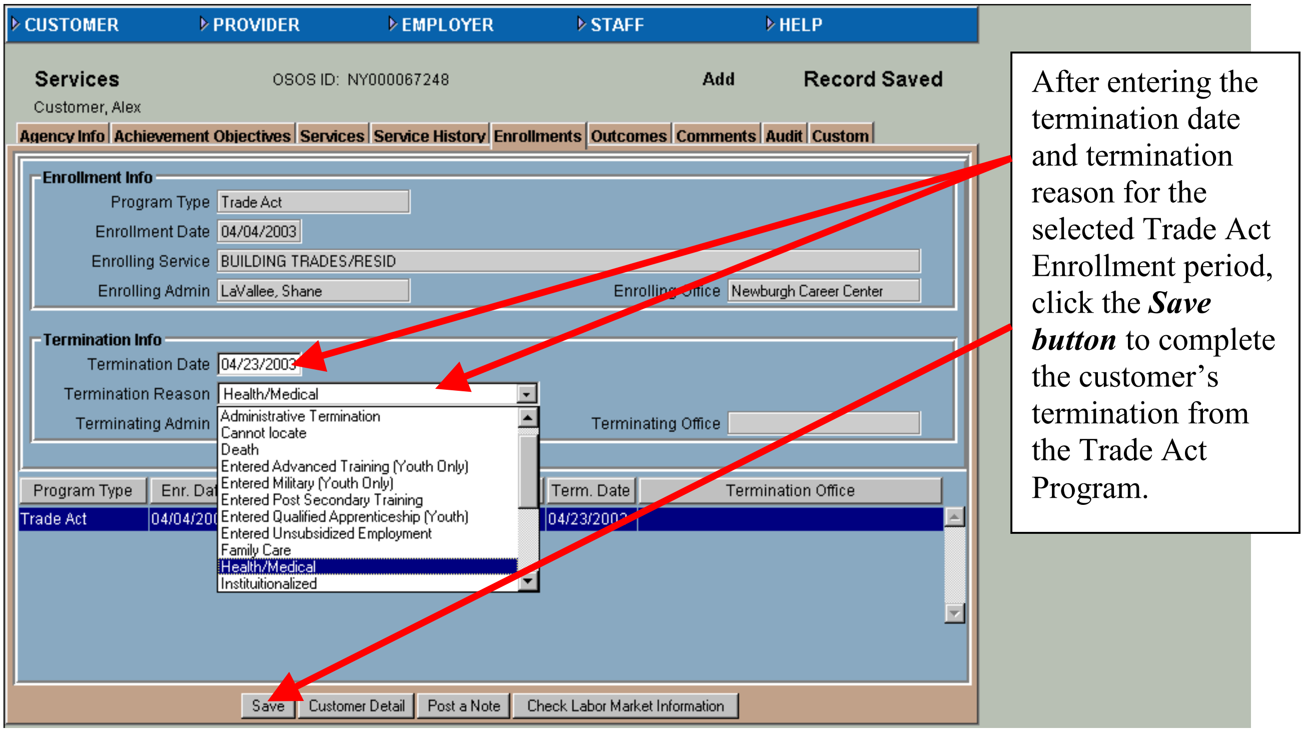


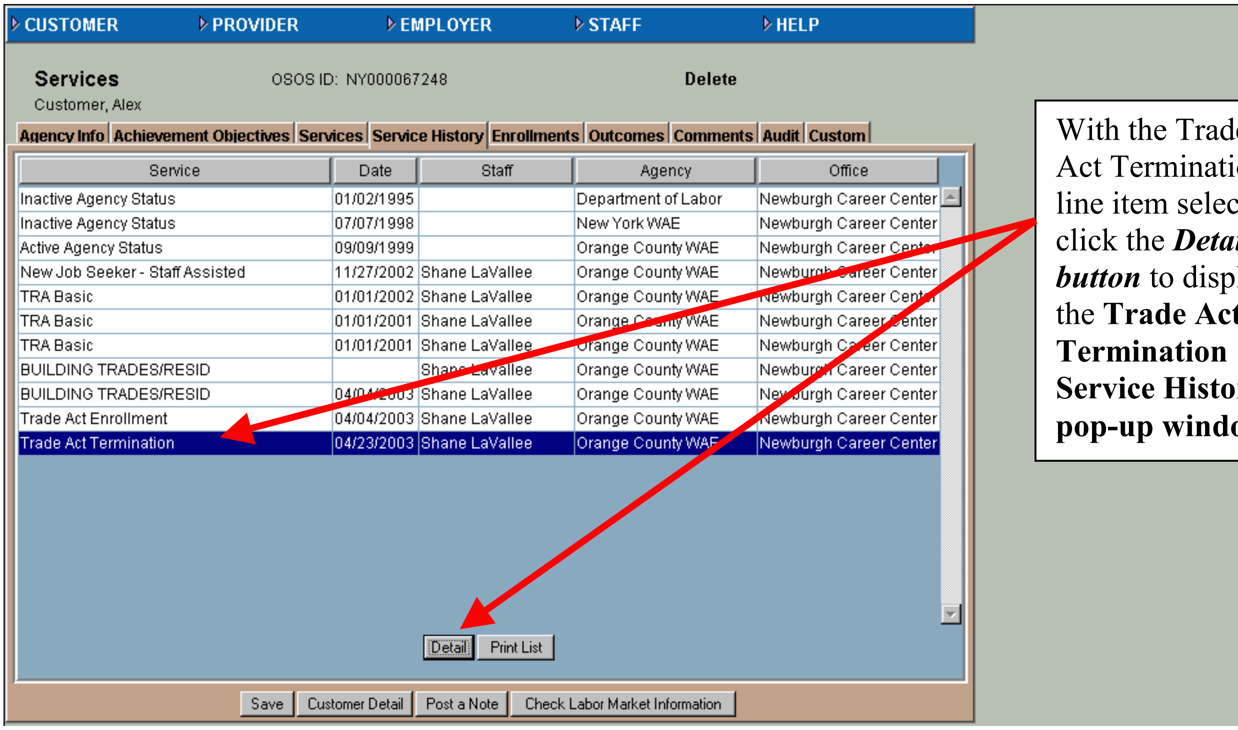
Figure - 28

When the record is saved following entry of program termination information, the ***Terminating Admin*** *and* ***Terminating Office fields*** will be populated with the name and office of the staff person that performed the termination.

The customer's termination date will be displayed on the **Outcomes tab** of the **Services module** for the terminated program enrollment period, along with the name of the office where the termination was performed.

Specific details of Trade Act Program terminations can be viewed via the **Service History tab** after the **Services module** has been refreshed to update the changes made to the record.

Viewing detailed Trade Act Termination information on the Service History tab



With the Trade Act Termination line item selected, click the ***Detail button*** to display the **Trade Act Termination Service History pop-up window**.

Figure - 29

To view detail information for the Trade Act Termination service history entry:

1. In the Service History list *(Figure - 29, above)*, click on the Trade Act Termination line item entry. The entry will be highlighted to indicate that it is selected.

2. Click the ***Detail button***. The **Trade Act Termination Service History Detail pop-up window** will appear *(Figure - 30, below)*, displaying the Trade Act termination detail information.

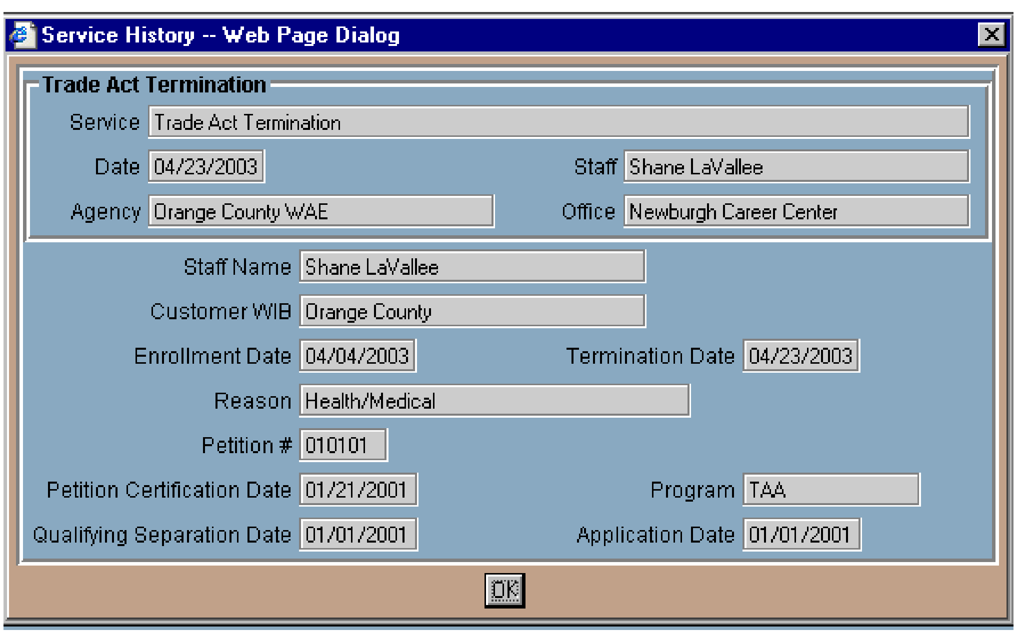


Figure - 30 - Trade Act Enrollment Service History pop-up window

Using the Outcomes tab for Trade Act Enrollments

The **Outcomes tab** of the **Services module** *(pictured in Figure - 31, below)* is used to record required information for the period following the termination of a customer's program enrollments *(e.g., WIA, Trade Act)*. Outcome information for an enrollment period can be entered *before or after* its termination.

Note

- *If Trade Act fund allocation for the customer occurs during the Post Tracking period, a subsequent Trade Act Enrollment is created. The new Trade Act Enrollment must be managed separately from the original one (i.e., it must be terminated and tracked separately).*

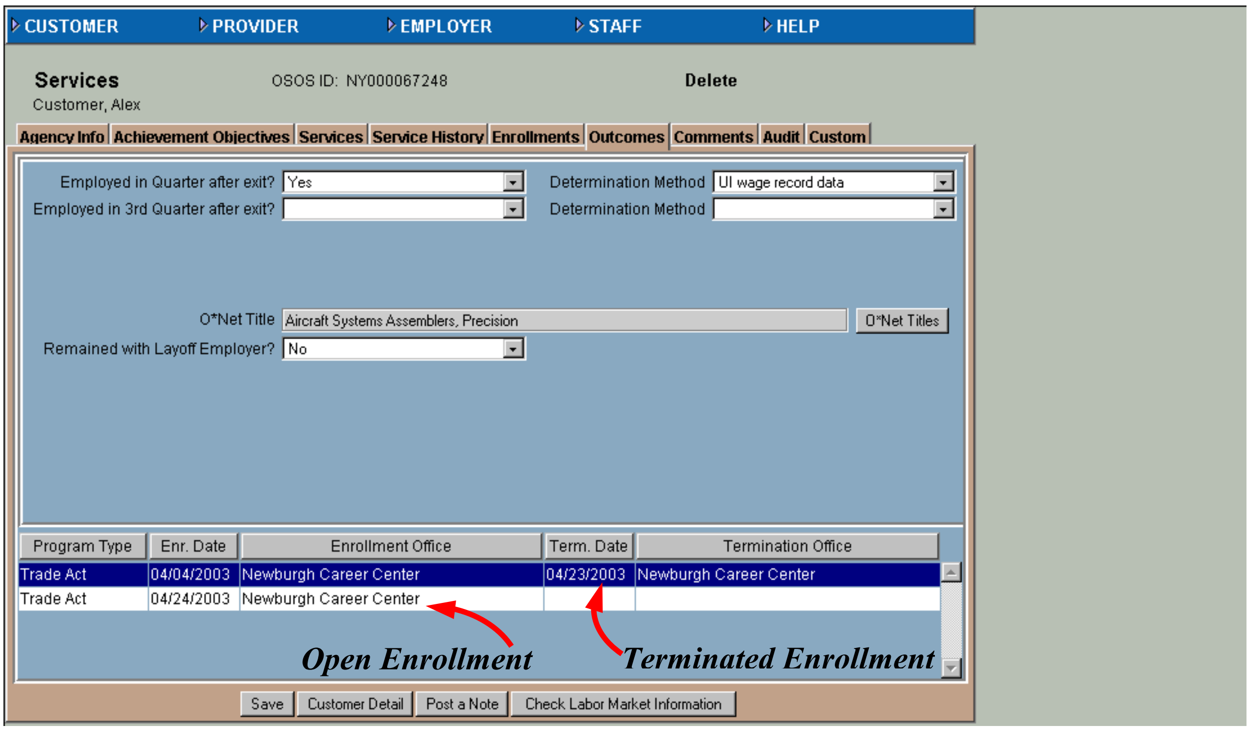


Figure - 31 - Outcomes tab

To enter outcome information for a Trade Act Program Enrollment:

1. In the program enrollment list on the **Outcomes tab**, click on the line item entry for the desired Trade Act Enrollment period. The entry will be highlighted to indicate that it is selected.

2. Enter the specific outcome data *(required for generating the federal Trade Act Program Report)* for the selected Trade Act Enrollment period in the fields listed above.